

Online Motor Carrier Services

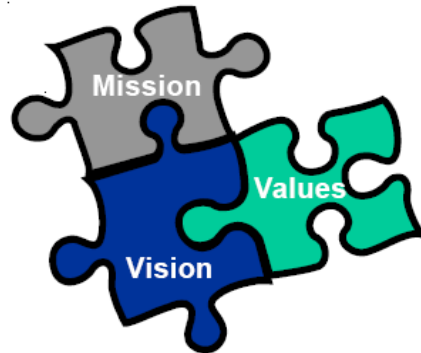
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SCDMV Agency Mission, Vision, and Values



SCDMV Mission:

To efficiently and professionally deliver accurate and secure products and services to our customers.

To provide **SAFE** Service:

Secure
Accurate
Fast
Efficient

SCDMV Vision:

Exceptional customer service for everyone everyday.

SCDMV Values:








- Dedication to Customer Service
- Respect for Others
- Integrity in All We Do
- Versatility in Job Roles
- Efficiency in Service
- Never-Ending Commitment

TCM MISSION

The mission of the South Carolina Department of Motor Vehicles Office of Training and Change Management (TCM) is to provide the skills and knowledge for exceptional career and personal development of all DMV employees and to provide practical training guidance for agency change management.

Manual Icon Guide

Throughout this manual, you will notice several icons that will guide you through this training program. The following is a guide to the icons used in this manual.

Icon	Description
 Objective	A description of the lesson objective.
 Discussion	A discussion of the subject matter follows.
 Exercise	An exercise follows.
 Questions	Discussion questions on the previous lesson.
 Step-by-Step	Instructions for you to follow “step-by-step” along with the instructor in class.
 Job Aid	A job aid for this concept is included in your “job aids” binder.
 Exception Detour	Indicates an exception to the normal rules of processing.

Lesson 1-

COURSE INTRODUCTION



Discussion...

Authorized South Carolina motor carriers and motor carrier service providers will now be able to utilize certain IRP and IFTA transactions using the SCDMVONLINE website. The carriers will be able to access their accounts or in the case of a service provider, the accounts they represent. The carrier will be required to sign on to the website with an assigned password and then will be prompted to change the password to be unique to that carrier. The carrier will also be assigned a user ID which will be the carriers assigned customer number through SCDMV. Signing on to the website will be covered in Lesson 2 of this manual.

This website will allow the carrier to process certain request for both IFTA and IRP accounts. In order for the carrier to be eligible to access the web account the carrier must have a good standing record with SCDMV. This means the carrier must not have any outstanding liabilities for IRP and/or IFTA as stated in the IRP/IFTA Web Agreement. The carrier will be required to sign an agreement with SCDMV motor carriers stating that the carrier will remain in good standing and if for some reason the standards are not met the carrier will not be able to use or access the external website.

In order to conduct web transactions please make sure that you have Adobe Reader, Mozilla Firefox, POP UP blocker turned off and your Internet Explorer setting may be required to be set at the medium setting.

In order to use SCDMV Motor Carrier Online System the following software must be installed on your computer:

- Internet Explorer version 7 or higher
- Adobe Reader
- Mozilla Firefox version 3.5 or above
- Pop-up Blocker must be turn off
- Security settings should NOT be above medium for Windows 7 Operating System or Windows XP

Online Motor Carrier Services

Transactions that the carrier will have access to for **IRP** are:

- Inquiries
- Reprint certain documents
- Supplements which include:
 - Renewal
 - Add Jurisdiction
 - Replace Cab Card
 - Replace Plate
 - Amend Vehicle without fee

Transactions that the carrier will have access to for **IFTA** are:

- Inquiries
- Reprint of certain documents
- File/Amend Tax Returns

Supplements which include:

- Add Decals
- Renew fleet
- Change Fleet
- Duplicate license
- Tax Return/Amend Tax Return



Questions

True/False: Circle the correct answer.

1. Any carrier or service provider will be able to access the MCS motor carrier website and make any required changes.
 - a. True
 - b. False
2. A carrier or service provider will be assigned a unique user ID and password.
 - a. True
 - b. False
3. The website will allow the carrier to process certain request for only IFTA accounts.
 - a. True
 - b. False
4. The carrier will be able to Add Decals to their IFTA account if needed.
 - a. True
 - b. False
5. The carrier will be able to add a new vehicle to their account through the website.
 - a. True
 - b. False
6. If a carrier or service provider fails to print a document and proceeds to complete the transaction, the carrier or service provider will be required to contact the MCS motor carriers for assistance.
 - a. True
 - b. False

Lesson 2 – Signing On to Motor Vehicle Service Website



In this section you will be able to...

- Access the MCS system using the user id and generic password assigned by SCDMV
- Explain what criteria their new password is required to follow
- Change the generic password assigned by SCDMV to a password of their choice
- Sign onto the MCS website using their user id and newly created password



Discussion

Once the carrier or service provider has submitted a web agreement and SCDMV has issued them a user id and password the carrier is able to process specific transactions online. However, the generic password will need to be updated in the system to match a set criterion for security.

The carrier or services providers' user id will be the customer /account number assigned specifically to them by SCMDV. The generic password assigned will be the customer/account number followed by the last four (4) digits of the TIN. The carrier or service provider will access the system by using the information provided by SCDMV on the initial login. The carrier or service provider will be directed to the "User Secret Information" screen where their user id (customer/ account number) will be populated automatically. This page requires a secret question to be selected from a list of questions provided in the drop down box and a secret answer will have to be provided. Once the carrier or service provider has selected and answered the secret question they are required to read the Electronic Filing Agreement. The "I Agree" radio button will automatically be selected and the carrier will select submit if they agree to all the user requirements and restrictions.

****NOTE**** If the carrier selects the "I don't agree" radio button by mistake the "Submit" command button will be grayed out and the only command button available will be the "Quit" command button.

Online Motor Carrier Services

Once the "Submit" command button is selected the carrier or service provider will be directed to the "Change Password" screen. The carrier or service providers' user id will automatically be populated in the text box. The carrier will be required to type in their current password (customer/account number plus last 4 digits of TIN). Then they will have to type in a new password that follows a certain criteria. The password must be a minimum of eight characters long and have at least one upper case letter, one lower case letter, one number character, and one special character. If the password fails to follow the criteria the user will receive an error message. Once the password has been successfully created the carrier or service provider will be re-directed to the sign-on screen where they will enter in their user id and the new password they just created.

****NOTE**** The user will be locked out of the system if they fail to login correctly three times during one session. Once the system was not accessed on the third try the user will receive an error message stating "User Account is Locked". The user will need to contact the SCDMV Help Desk at (803)896-5000 and follow the prompts given on the automated service.



Step-by-Step

Carriers and service providers will access the Motor Carrier Services by going on-line to the South Carolina Department of Motor Vehicles website (scdmvonline.com).

South Carolina
Department of Motor Vehicles

SCDMV

[Home](#) [Vehicle Licenses](#) [Driver Licenses](#) [Motor Carriers](#) [Dealer Information](#) [Insurance](#) [Commercial Services](#) [Online Services](#)

► [Office Locations](#)
► [Moving to SC...](#)
► [Forms and Manuals](#)
► [Vehicle Plate Gallery](#)
► [Important Driving Tips](#)
► [Freedom of Information Act](#)
► [For Attorneys](#)
► [For Members of the Media](#)
► [News Releases](#)
► [DMV Fees](#)
► [SCDMV Job Opportunities](#)
► [SCDMV Historical Information](#)
► [SCDMV Fraud Hotline](#)
► [Procurement and Contract Services](#)

Welcome to the SCDMV Website

New South Carolina Credentials

Have you seen the new SC driver license and identification card? For more information, [click here](#)

South Carolina DRIVER'S LICENSE
DL#: 123456789
SAMPLE, REGULAR LICENSE
110 MAPLE STREET
ANYTOWN, SC 292221111

DOB: 03-14-1972
Issued: 02-27-2008
Expires: 03-14-2018
Class: D
Sex: F
Weight: 120
Height: 5-06
Restrict: None
Endorse: None

[Back to Top](#)

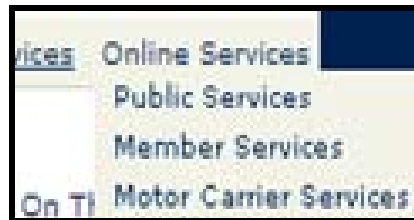
Use Our Public Services Site

On This Page
[New South Carolina Credentials](#)
[Use Our Public Services Site](#)
[Follow SCDMV on the Web](#)
[What's New](#)

Related Sites
[Donate Life South Carolina](#)
[SC Watercraft Titles and Registration](#)
[US DOT Auto Safety Hotline](#)
[Contact Us](#)
[American Association of Motor Vehicle Administrators](#)
[SC Dept of Consumer Affairs](#)
[Social Security Administration](#)
[SC Department of Probation Parole and Pardon](#)

Online Motor Carrier Services

The user will then need to select the "Online Services" link at the top right hand – side of the screen and select the Motor Carrier Services link.



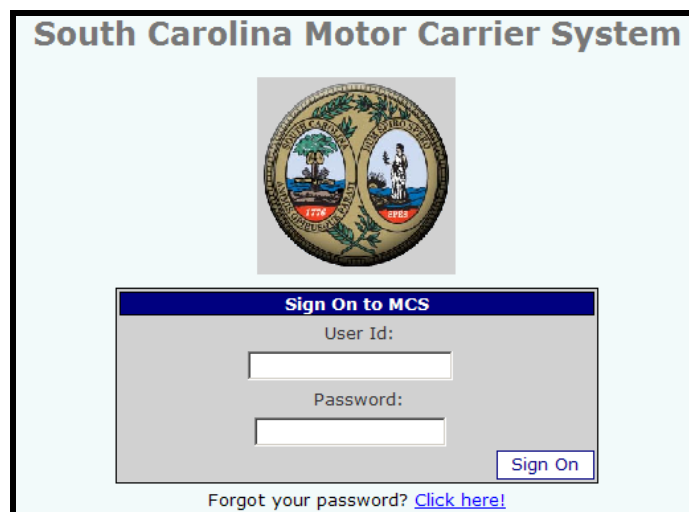
The user will be directed to the "Sign On" screen where they will type in the User ID and generic Password provided to them from SCDMV and select the "Sign On" button.

Carriers will use:

- *User ID- customer /account number*
- *Password- customer/account number plus last 4 digits of TIN*

Service Providers will use:

- User ID- customer number
- Password- customer number

A screenshot of the 'South Carolina Motor Carrier System' sign-on page. At the top, the title 'South Carolina Motor Carrier System' is displayed. Below the title is the official seal of the South Carolina Department of Transportation. Underneath the seal is a sign-on form titled 'Sign On to MCS'. The form contains two input fields: 'User Id:' and 'Password:'. To the right of the password field is a 'Sign On' button. At the bottom of the form, there is a link that says 'Forgot your password? Click here!'.

****NOTE**** In order for a service provider to access a customer's file, they have to be listed as the service provider on the customer's fleet record in both IFTA and IRP. If they are not listed, they **cannot** access the account.

Online Motor Carrier Services

The user will be directed to the "Electronic Filing Agreement" page where they will need to read and agree with the terms.



SOUTH CAROLINA IRP/IFTA ELECTRONIC FILING AGREEMENT

This agreement by and between the South Carolina Department of Motor Vehicles and the Motor Carrier, as follows:

WHEREAS, the Motor Carrier desires to file with IRP or IFTA certain applications, renewals or returns by electronic means in substitution for conventional paper forms provided or approved by IRP and IFTA, and the Motor Carrier further desires that such electronic filings shall be as valid as, and have the full force and effect of, a properly completed and filed conventional application, renewal or return;

NOW THEREFORE the parties agree as follows:

1. South Carolina Department of Motor Vehicles authorizes the Motor Carrier to file IRP renewals, supplements or other documents to be filed with the IRP as well as renewals, returns or other documents to be filed with IFTA by means of electronic transmission. The Motor Carrier's electronic transmission of such reports or returns must be made in a manner compatible with the IRP/IFTA software, equipment and facilities.
2. The electronic filing of an application, return or other document shall be deemed to be a declaration by the Motor Carrier and each person who is an authorized agent for the Motor Carrier that such application, return or document is verified as correct and is electronically signed by each of them under the penalties of perjury.
3. If any person acting as an agent for a Motor Carrier leaves the employment of the Motor Carrier or becomes no longer authorized to submit applications or returns for the Motor Carrier, the Motor Carrier and/or such person shall immediately notify IRP or IFTA in writing of such fact so that their right to file electronically will be terminated. No person who is or may be liable for any fees, tax, penalty or interest shall be relieved of such liability with respect to any application or return filed or required to be filed prior to the actual receipt by IRP or IFTA of the written notice herein required.
4. New or additional authorized agents may be added.
5. South Carolina Department of Motor Vehicles may cancel this agreement immediately for just cause.
6. Tax Returns filed online MUST BE PAID IN FULL to be considered filed with SCDMV. IFTA tax returns not paid by the due date will accrue penalties and interest until full payment is made. PARTIAL PAYMENTS ONLINE ARE NOT ACCEPTABLE!

By completing the log-on process you are acknowledging and consenting to the above terms.

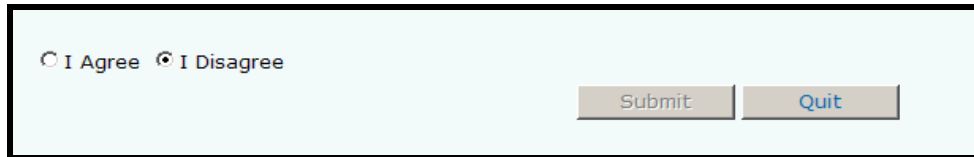
Carrier should make sure the "I agree" radio button is highlighted and select "Submit".

By completing the log-on process you are acknowledging and consenting to the above terms.

☒ I Agree ☐ I Disagree

Online Motor Carrier Services

****NOTE**** If the "I Disagree" radio button is selected the "Submit" command button will be grayed out and the "Quit" command button will be the only one available.

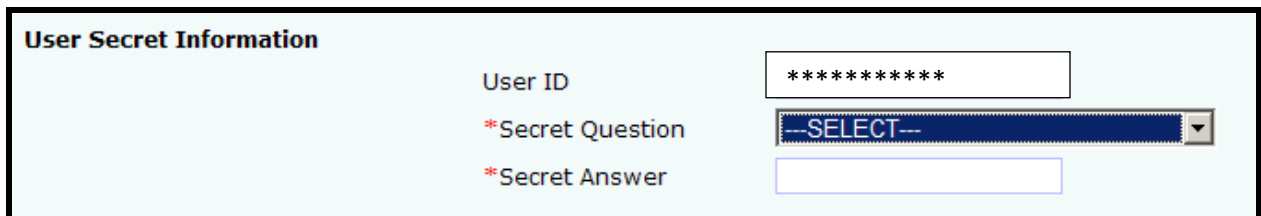


The screenshot shows a light blue rectangular box containing two radio buttons on the left: "I Agree" (which is selected) and "I Disagree". To the right of these buttons are two rectangular buttons: "Submit" (which is grayed out) and "Quit" (which is blue and active).

User will be re-directed to the "User Secret Information" screen.

User ID will be automatically populated and the user will be required to select a *Secret Question* from choices listed in the drop down box.

The user will then be required to provide a *Secret Answer* to that question they selected.



The screenshot shows a form titled "User Secret Information" in a light blue box. It contains three fields: "User ID" with a text box containing "*****", "*Secret Question" with a dropdown menu showing "--SELECT--", and "*Secret Answer" with an empty text box.

User will be re-directed to the "Change Password" screen where they will have to:

- Type their old password
- Type in their new password
- Retype new password to confirm it.

Online Motor Carrier Services

Remember: the password must be at least 8 characters with at least one upper case letter, one lower case letter, one numeric character, and one symbol.
(Cake4me&u)

- Password must have 1 lower case, upper case, numeric and special character.

Change Password

User ID

*Current Password

*New Password

*Confirm Password


Submit

Quit

Help

When the "Submit" command button is selected the user will be re-directed to the "Sign On" screen again but this time they will need to type in their User ID and the New Password they have just created.

South Carolina Motor Carrier System



Sign On to MCS

User Id:

Password:

Sign On

Forgot your password? [Click here!](#)

The user will be directed to the "Electronic Filing Agreement" page again where they will need to read and agree with the terms.

Online Motor Carrier Services



SOUTH CAROLINA IRP/IFTA ELECTRONIC FILING AGREEMENT

This agreement by and between the South Carolina Department of Motor Vehicles and the Motor Carrier, as follows:

WHEREAS, the Motor Carrier desires to file with IRP or IFTA certain applications, renewals or returns by electronic means in substitution for conventional paper forms provided or approved by IRP and IFTA, and the Motor Carrier further desires that such electronic filings shall be as valid as, and have the full force and effect of, a properly completed and filed conventional application, renewal or return;

NOW THEREFORE the parties agree as follows:

1. South Carolina Department of Motor Vehicles authorizes the Motor Carrier to file IRP renewals, supplements or other documents to be filed with the IRP as well as renewals, returns or other documents to be filed with IFTA by means of electronic transmission. The Motor Carrier's electronic transmission of such reports or returns must be made in a manner compatible with the IRP/IFTA software, equipment and facilities.
2. The electronic filing of an application, return or other document shall be deemed to be a declaration by the Motor Carrier and each person who is an authorized agent for the Motor Carrier that such application, return or document is verified as correct and is electronically signed by each of them under the penalties of perjury.
3. If any person acting as an agent for a Motor Carrier leaves the employment of the Motor Carrier or becomes no longer authorized to submit applications or returns for the Motor Carrier, the Motor Carrier and/or such person shall immediately notify IRP or IFTA in writing of such fact so that their right to file electronically will be terminated. No person who is or may be liable for any fees, tax, penalty or interest shall be relieved of such liability with respect to any application or return filed or required to be filed prior to the actual receipt by IRP or IFTA of the written notice herein required.
4. New or additional authorized agents may be added.
5. South Carolina Department of Motor Vehicles may cancel this agreement immediately for just cause.
6. Tax Returns filed online MUST BE PAID IN FULL to be considered filed with SCDMV. IFTA tax returns not paid by the due date will accrue penalties and interest until full payment is made. PARTIAL PAYMENTS ONLINE ARE NOT ACCEPTABLE!

By completing the log-on process you are acknowledging and consenting to the above terms.

User should make sure the "I agree" radio button is highlighted and select "Submit".

By completing the log-on process you are acknowledging and consenting to the above terms.

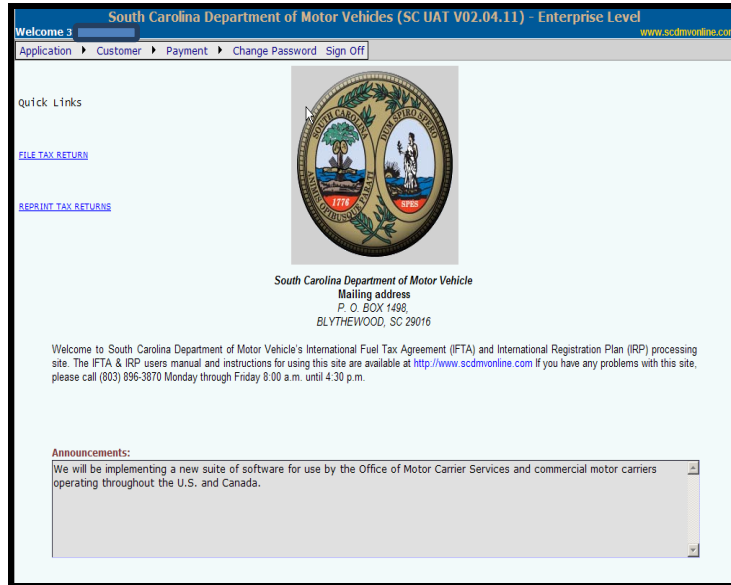
☒ I Agree ☐ I Disagree

Submit

Quit

When the user selects the "Submit" button they will be re-directed to the "Enterprise Level" screen where they can begin to process specific transactions online.

Online Motor Carrier Services



Once the carrier or service provider has logged in to the system they will be re-directed to the "Enterprise Level" screen. This screen can also be referred to as the main menu screen where the user will be able to select a specific "Application" they would like to access (IFTA or IRP), inquire about a "Customer" or "Payment", changing the user's password "Change Password" and the user is able to "Sign Off" the system.



Exercise

User will login to the web services system using the provided user id and password supplied to them from SCDMV. After a successful login to the system the user will follow the steps to creating a new password for their account.



Questions

Online Motor Carrier Services

1. What information will SCDMV provide the carrier to access the system?
 - a. Customer #
 - b. USDOT #
 - c. FEIN/ TIN
 - d. None of the above

2. Where will the user access the online carrier services?
 - a.Dmv.net
 - b.Scdmv.com
 - c. Scdmvonline.com
 - d. Web address will be provided from SCDMV

3. How does the user log on to the system the first time?
 - a. Using customer # for both user id and password
 - b. Using customer # and USDOT #
 - c. Use customer # in User ID and customer # in password adding the last 4 of FEIN / TIN #
 - d. Call SCDMV and have them log you into the system

4. How many times can the user attempt to log on before they are locked out?
 - a. 5
 - b. 3
 - c. 6
 - d. 2

Online Motor Carrier Services

5. Who does the user contact if they have been locked out of the system when attempting to log in?
 - a. User should send an email to SCDMV help desk
 - b. User should go into DMV office and request for password to be reset
 - c. User must wait 24 hours for the system to reset itself
 - d. User should contact (803) 896-5000 and follow prompts for Motor Carrier customers

6. When creating a new password after logging in the first time what criteria must it follow?
 - a. It just needs to be unique to carrier and be at least 8 characters
 - b. At least 8 characters and must include 1 upper case letter, 1 lower case letter, 1 numeric character, and 1 symbol
 - c. At least 8 characters and must have 2 upper case letters, 1 lower case letter, and 1 symbol
 - d. At least 8 characters and must have 1 upper case letter, 1 lower case letter, and 3 symbols.

7. Which is the best example of a newly created password for the user once they have logged in the system the first time?
 - a. Cake4me&u
 - b. SCDMV#1
 - c. WERUSCFANS
 - d. None of the above

Lesson 3 – Navigating through the CELTIC screens



In this section you will be able to...

- Recognize the Enterprise screen and its advantages for the carrier
- Verbally explain the functions in the Celtic website that are needed to perform transactions and inquiries.



Discussion...

The following explains the common features between IFTA and IRP Applications. There are some features that are specific to IFTA and some that are specific to IRP. You will become familiar with those as you perform the transactions that apply to the applications. The main menu for IRP/IFTA is the navigation center which is also called the Enterprise Screen. This screen allows the carrier to access multiple functions without having to always stop the current processing to get to a different function or do an inquiry or change previously entered data. The Enterprise screen also displays any announcements from the Motor Carrier section that the carrier may need to be informed of.



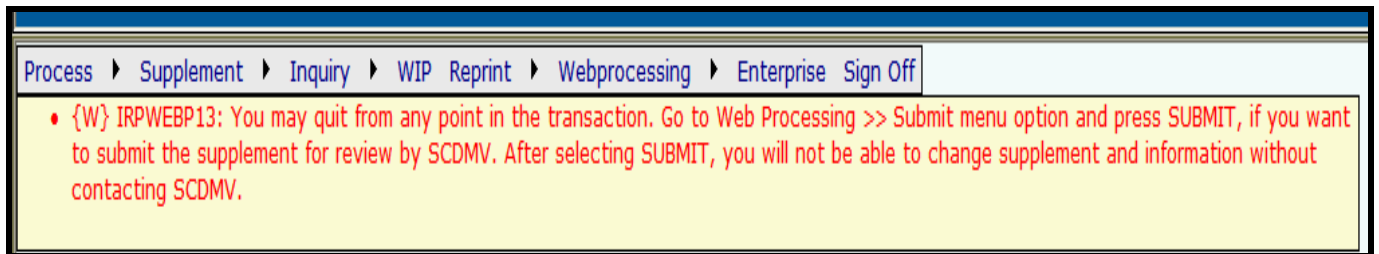
Online Motor Carrier Services

Quick Links (for IFTA transactions only)

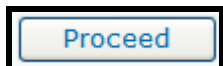


The **File Tax Return** and **Reprint Tax Returns** quick links allow quick access to file your tax return and reprint your tax return instead of using the Tax Return Tab on the IFTA Main Menu.

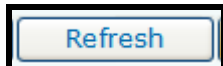
Warning Message Box displays information that is useful to the user in completing the transaction. **Always read your warning messages.** Some messages require action before proceeding to the next step. The warning message appears at the top of the screen and is highlighted in yellow.



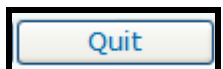
Command Buttons



- takes you to the next step in the transaction

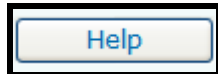


- clears all information entered by the user in the text boxes and allows you to reenter information



- saves information entered thus far and takes you back to the main menu. To resume with the transaction, you select the WIP (work-in progress) tab on the IFTA/IRP main menu.

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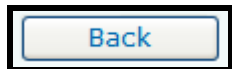
- takes you to the Motor Carrier Services IFTA/IRP User Guide, depending on which application you are working



- stops the transaction without saving any information entered



- takes information entered in the text box usually located next to this command button out of the text box or unchecks a check box on the screen that you are currently on



- takes you to the previous screen or step



- ends the transaction without saving information entered and returns you the main menu



- verifies credit card payment; completes the transaction



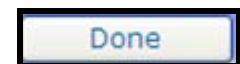
- allows you to select another vehicle if one was selected in error



- allows you to choose from a list of vehicles in a particular fleet



- uploads scanned document(s)



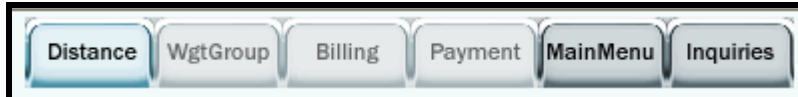
- completes selection of items in order to proceed to next step



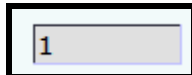
- allows you to see only the selected unit in a fleet

Online Motor Carrier Services

Navigation Tabs alerts you to where in the transaction you are working. Blue tabs are the active tabs, where you are currently working. Light grey tabs **after** the blue tabs are processes that are not yet completed. Light grey tabs that are **before** the blue tab are processes that are completed. Dark grey tabs are information tabs.



- **Text Box** – user must enter information in the text box.



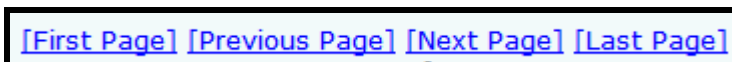
- **Disabled Text Box** – user cannot enter information into a disabled text box. The text box is either prefilled with required information or it cannot be enabled for information.



Check Box – the user may be required to select one



Drop Down Box – gives the user a list of items to select from or view



Page links - each link navigates you through the pages if there are multiple pages



Red Asterisk – requires information to be entered in that particular field



Questions

1. What is the main menu or navigation center for IRP/IFTA also known as?
 - a. Celtic
 - b. SCDMV's customer website
 - c. Enterprise screen
 - d. None of the above
2. What should the user do when a message box is displayed
 - a. Select ok
 - b. Ignore it
 - c. Call MCS they is something wrong with system
 - d. Read it
3. What command button stops the supplement without saving information?
 - a. Cancel
 - b. Done
 - c. Refresh
 - d. Proceed
4. What command button clears all information entered by the user?
 - a. Done
 - b. Refresh
 - c. Quit
 - d. Cancel
5. What command button is selected to continue to another step in the supplement?
 - a. Go
 - b. Done
 - c. Refresh
 - d. Proceed
6. What does the Enterprise screen allow the user to do?
 - a. Log on to the system to complete a supplement
 - b. Access multiple functions without stopping current processing
 - c. Send complaints to SCDMV
 - d. All of the above

Online Motor Carrier Services

7. What command button allows users to stop a supplement saving information so the supplement can be completed at a later time?
 - a. Close
 - b. Submit
 - c. Quit
 - d. Cancel

8. What are the tabs located at the top of the page that tell you where you are when processing a supplement?
 - a. Drop down tabs
 - b. Navigation tabs
 - c. Check tabs
 - d. Warning tabs

9. If a text box is greyed out it means the user is unable to change information in that specific text box.
 - a. True
 - b. False

10. What symbol informs the user that certain information is required to be entered to perform a supplement?
 - a. Asterisk
 - b. Check
 - c. A & B
 - d. None of the above

Lesson 4 - IRP

Section 1: Process and Supplements



In this section you will be able to...

- Add a Jurisdiction to the carriers account
- Replace the lost cab card
- Amend select information that does not affect IRP fees and receive a new cab card
- Renewal
- Replace Plate

Add Jurisdiction:



Discussion...

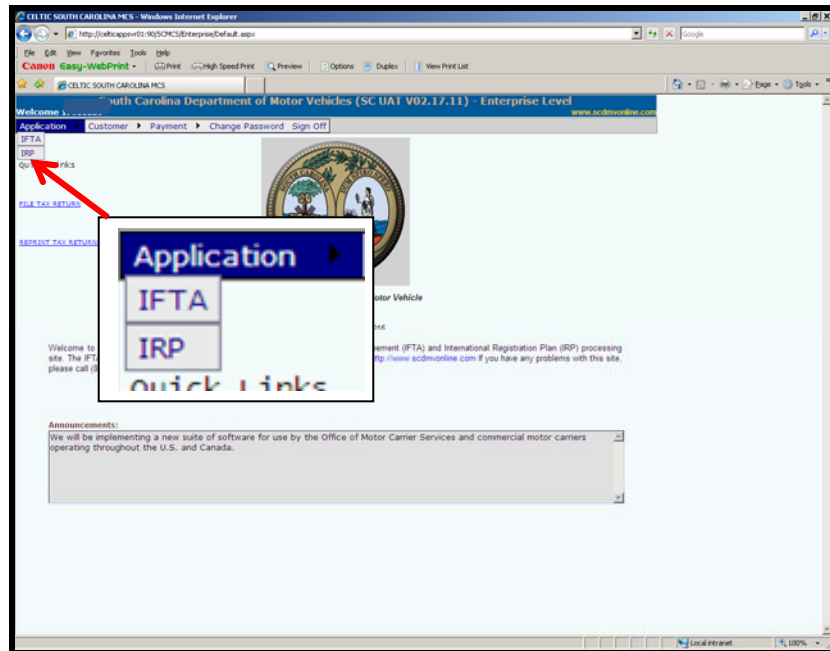
The carrier or service provider will be able to add jurisdictions to an existing fleet during a registration year. New jurisdictions can also be added during renewal. The carrier or service provider will be required to complete Schedules B and C to add an additional jurisdiction. These forms must be uploaded to MCS during the request using the MCS website.

Online Motor Carrier Services

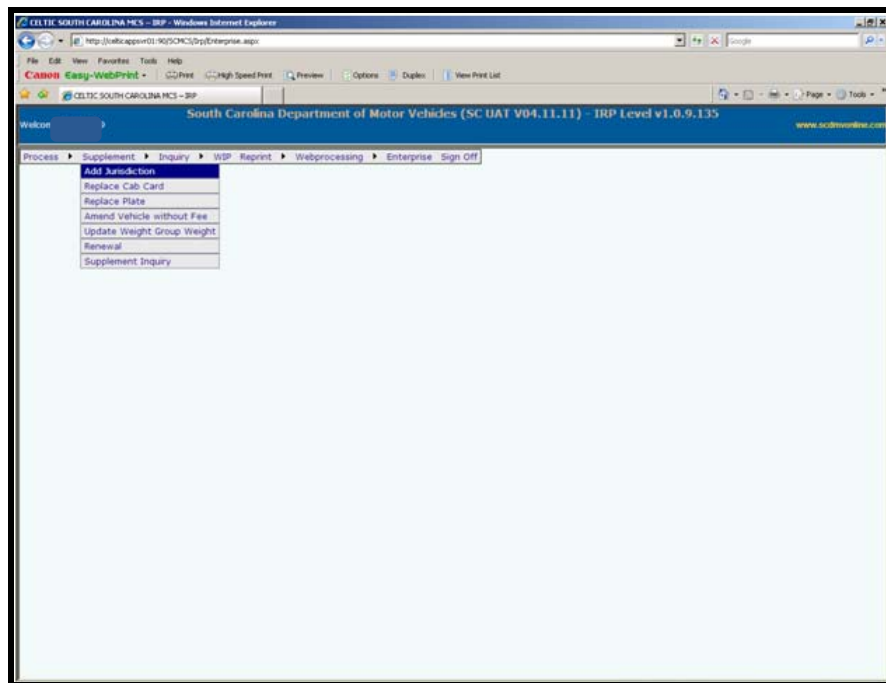


Step-by-Step

Log into the Celtic MCS website and select the function required from the "Application" menu.



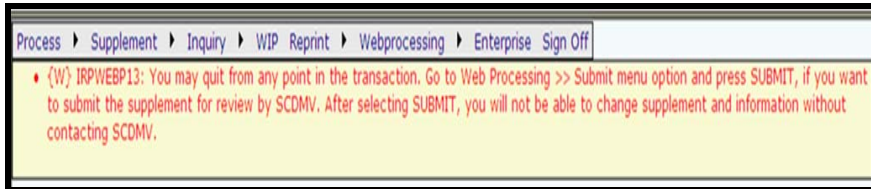
Select the "Supplement" function and a list will display of supplements the carrier can request. Select "Add Jurisdiction"



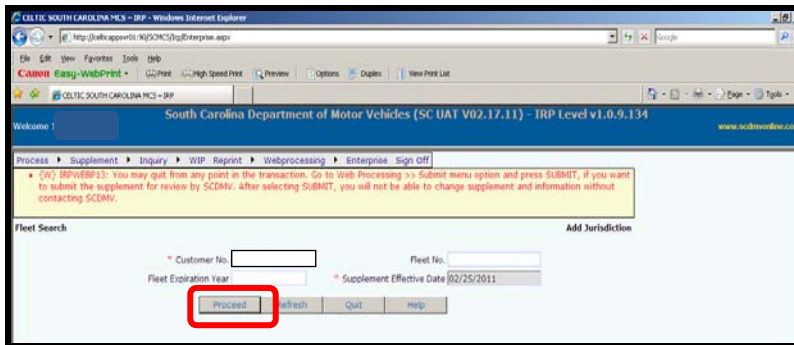
Online Motor Carrier Services

When the carrier logs into the website using their unique user ID and password, the website identifies the carrier and displays the carrier's customer number in the correct text box.

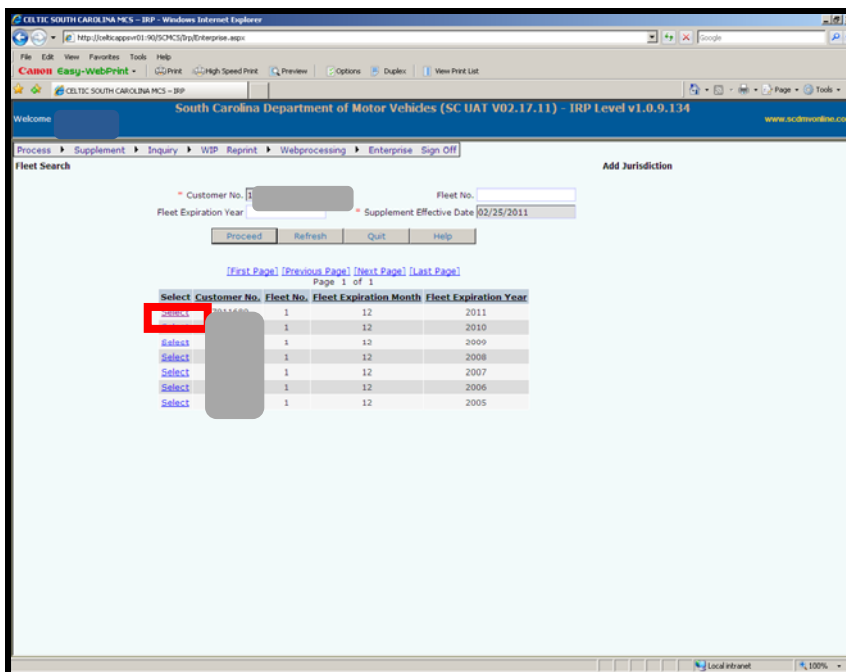
A message displays informing the carrier that they may quit at any point in the transaction.



Select Proceed



Select the Fleet expiration



Online Motor Carrier Services

The Distance detail/Add Jurisdiction screen will display.

Distance Details

Customer No. [] Fleet No. [1] Registrant Name []

Expiration Month / Year [12 / 2011] Supplement No. [2] Supplement Desc. [Add Jurisdiction]

Estimated Distance Chart ☒ No. of Vehicles [3] ☐ Override Contiguous Jur. []

Estimated Distance [] [Show Map](#)

Actual Distance []

Total Fleet Distance []

Jurisdiction List [Select --]

Distance [] Type [A]

Jurisdiction [] [Add](#)

No. of Jurisdictions [] [Add Blank](#)

Jur	Distance	Type	Month	Year	Percent
GA	17472	A	1	2010	8.10200
SC	198174	A	1	2010	91.89800

[Proceed](#) [Cancel](#) [Remove](#) [Refresh](#) [Quit](#) [Help](#)

Note: The carrier has two options in order to add jurisdictions. They can choose to select the drop down box beside "Jurisdiction List" and select the state to be added
or

Distance Details

Customer No. [] Fleet No. [1] Registrant Name []

Expiration Month / Year [12 / 2011] Supplement No. [2] Supplement Desc. [Add Jurisdiction]

Estimated Distance Chart ☒ No. of Vehicles [3] ☐ Override Contiguous Jur. []

Estimated Distance [] [Show Map](#)

Actual Distance []

Total Fleet Distance []

Jurisdiction List [Select --]

Distance [] Type [A]

Jurisdiction [] [Add](#)

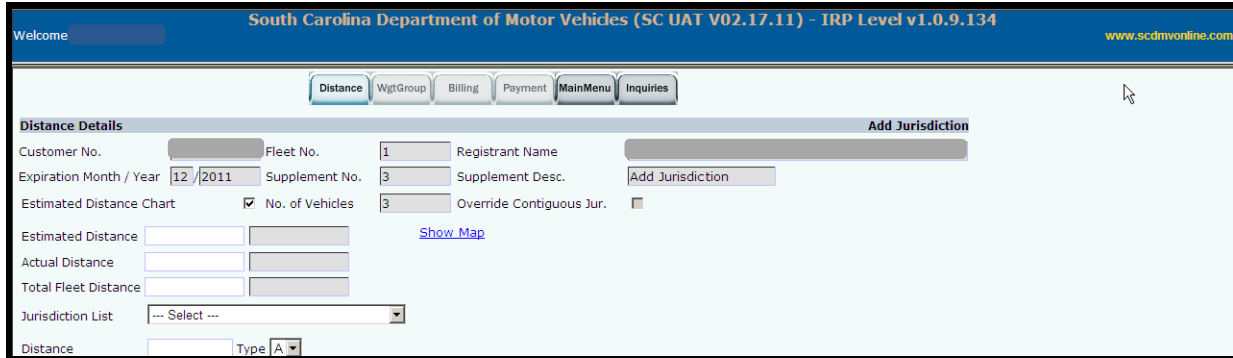
No. of Jurisdictions [] [Add Blank](#)

Percent	Jur	Distance	Type	Month	Year	Percent
8.10200	SC	198174	A	1	2010	91.89800

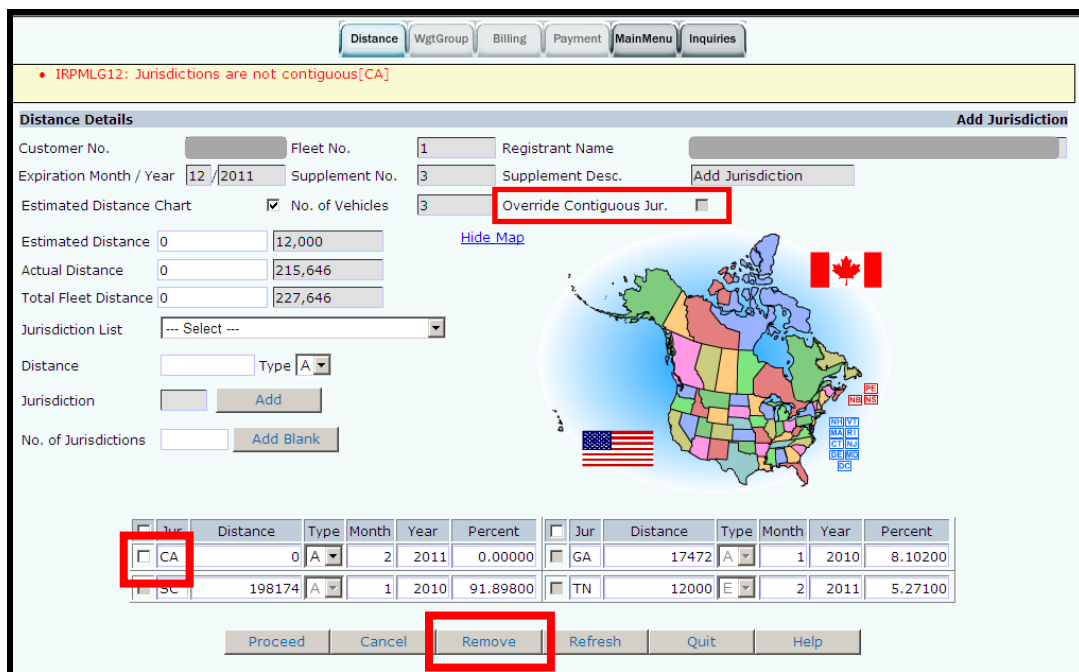
[Remove](#) [Refresh](#) [Quit](#) [Help](#)

Online Motor Carrier Services

The carrier can select the "Show Map" and select the state(s) from the map.



What's important to remember is if the state is not contiguous the carrier will receive a message. If the jurisdictions are not contiguous the carrier will not be able to add that state because the check box will be grayed out. To summarize, the carrier can only add states that are contiguous.



Jur	Distance	Type	Month	Year	Percent
CA	0	A	2	2011	0.00000
GA	17472	A	1	2010	8.10200
TN	12000	E	2	2011	5.27100

In order to remove a state that was added during this transaction in error, the carrier must select the check box beside the state and then select "Remove". If a state is displayed from a previous time and the carrier will not be traveling in that state any longer, the carrier must use the drop down box and mark the box with an "N" for "No travel intended".

Online Motor Carrier Services

Once the state(s) have been selected the carrier must select "Add". This will add the jurisdiction to the list. The carrier must verify that the Estimated Distance Chart check box is selected then select "Proceed". The system will calculate the actual, estimated and total distance entered on the jurisdictions.

Enter the Estimated distance, the Actual distance and the Total Fleet Distance in the text box and select "Proceed".

Distance Details

Customer No. [] Fleet No. [1] Registrant Name []
Expiration Month / Year [12 / 2011] Supplement No. [3] Supplement Desc. [Add Jurisdiction]
Estimated Distance Chart ☒ No. of Vehicles [3] Override Contiguous Jur. []

Estimated Distance [35832] [35,832]
Actual Distance [215646] [215,646]
Total Fleet Distance [251478] [251,478]
Jurisdiction List: [Select Jurisdiction]

Distance [] Type [A]
Jurisdiction [] Add
No. of Jurisdictions [] Add Blank

Jur	Distance	Type	Month	Year	Percent
GA	17472	A	1	2010	8.10200
NC	23832	E	2	2011	9.47700
SC	198174	A	1	2010	91.89800
TN	12000	E	2	2011	5.27100

Proceed Cancel Remove Refresh Quit Help

Once the carrier selects "Proceed" the "Distance Details Verification" screen will display.

Distance Details Verification

Customer No. [] Registrant Name []
Fleet No. [1] Expiration Month / Year: 12 / 2011
Supplement No. [3] Supplement Description: Add Jurisdiction
Estimated Distance Chart: Y 1st Year Distance (E1): 35,832
No. of Vehicles: 3 2nd Year Distance (E2): 0
Override Contiguous Jur.: N Actual Distance: 215,646
Total Fleet Distance: 251,478

Jur	Distance	Type	Month	Year	Percent
GA	17,472	A	1	2010	8.10200
NC	23,832	E1	2	2011	9.47700
SC	198,174	A	1	2010	91.89800
TN	12,000	E1	2	2011	5.27100

Total Percentage: 114.74800

Proceed Back Back With Refresh

Online Motor Carrier Services

Select "Proceed". The weight group schedule detail screen displays. The carrier will **not** be able to make changes to the weight group using the online web services. Select the "Done" command button.

Weight Group Selection Details

Customer No. [] Fleet No. [1] Registrant Name [] Add Jurisdiction

Fleet Expiration Month / Year [12 / 2011] Supplement No. [3] Supplement Desc. [Add Jurisdiction]

* Weight Group List *

Wgt. Group No	Wgt. Group Type	Base Jur Wgt	Max. Gross Weight
800	P-Power Unit	80000	80000

Done Cancel Quit

The billing detail screen displays. Verify the information and select "Proceed".

Billing Details

Customer No. [] Registrant Name [] Add Jurisdiction

Fleet No. [1] Expiration Month / Year [12 / 2011]

Reg. Months [11] No. of Vehicles [3]

Supplement No. [3] Supplement Desc. [ADD JURISDICTION]

Supplement Status [0] Supplement Status Desc. [OPEN]

Supplement Effective Date [02/25/2011] * Invoice Date [02/25/2011]

* Application Receipt Date [02/25/2011] Payment Date []

IRP Fee [] Cab Card Fee [] Waive ☐

Replace Plate Fee [] Waive ☐ OOS Reinstatement Fee [] Waive ☐

Plate Transfer Fee [] Waive ☐ Late Vehicle Registration Fee [] Waive ☐

Late Renewal Registration Fee [] Waive ☐ Credit Applied []

Total Due [] Manual Adj. Base Jur. []

Net Amount Due []

45 Days TEAR Ind ☐

Proceed Refresh Quit Help

Online Motor Carrier Services

Once the carrier selects "Proceed" the calculations will display. Verify the information and select "Proceed" again.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Distance | WgtGroup | **Billing** | Payment | MainMenu | Inquiries

Customer No. [] Registrant Name [Add Jurisdiction]
Fleet No. [1] Expiration Month / Year [12/2011]
Reg. Months [11] No. of Vehicles [3]
Supplement No. [3] Supplement Desc. [ADD JURISDICTION]
Supplement Status [] Supplement Status Desc. [INVOICED]
Supplement Effective Date [02/25/2011] Invoice Date [02/25/2011]
Application Receipt Date [02/25/2011] Payment Date []

Fees	Amount	Waive
IRP Fee	221.00	<input type="checkbox"/>
Replace Plate Fee	0.00	<input type="checkbox"/>
Plate Transfer Fee	0.00	<input type="checkbox"/>
Late Renewal Registration Fee	0.00	<input type="checkbox"/>
Total Due	221.00	
Net Amount Due	221.00	
45 Days TEAR Ind	0.00	<input type="checkbox"/>
Cab Card Fee	0.00	<input type="checkbox"/>
OOS Reinstatement Fee	0.00	<input type="checkbox"/>
Late Vehicle Registration Fee	0.00	<input type="checkbox"/>
Credit Applied	0.00	
Manual Adj. Base Jur.	0.00	

Invoice Report Type [Fees for Unit] Electronic Delivery Type [D-PDF]

[Proceed](#) [Refresh](#) [Quit](#) [Help](#)

If all information was correct the carrier will receive a message stating that the invoice generated successfully and the billing is successful. Select "Proceed".

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Distance | WgtGroup | **Billing** | **Payment** | MainMenu | Inquiries

IRPGEN239: Invoice Report generated successfully.
IRPREP28: Billing is done successfully

Customer No. [] Registrant Name [Add Jurisdiction]
Fleet No. [1] Expiration Month / Year [12/2011]
Supplement No. [3] Supplement Desc. [ADD JURISDICTION]
Invoice No. [219370] Supplement Status [INVOICED]
Invoice Date [02/25/2011] Payment Receipt Date [02/25/2011]

Base Jurisdiction Fees	Foreign Jurisdiction Fees	Administration Fees
0.00	221.00	0.00
Late Payment Penalty [0.00] <input type="checkbox"/> Waive	Manual Adj. Base Jur. [0.00]	NET DUE [221.00]

Payment Type [Full Year Payment] Cab Card Type [] Electronic Delivery Type [D-PDF]

[Proceed](#) [Refresh](#) [Quit](#) [Help](#) [Show Hand Log](#)

Online Motor Carrier Services

Once the carrier selects "Proceed" the carrier will receive a warning message stating that the carrier needs to understand that they must have all documents needed to submit to SCDMV before paying for transactions.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Distance WgtGroup Billing Payment MainMenu Inquiries

[W] IRPWEBP11: Carriers need to know that they MUST have all documents needed to submit to SCDMV BEFORE paying for transactions. REFUNDS WILL NOT BE ALLOWED. PLEASE VERIFY BEFORE PROCEEDING TO PAYMENT!!

IRP Payment Verification Add Jurisdiction

Customer No. : 1 Registrant Name : ADD JURISDICTION
Plate No. : 3 Expiration Month/Year : 12/2011
Supplement No. : 219370 Supplement Desc. : ADD JURISDICTION
Invoice No. : 219370 Supplement Status : INVOICED
Invoice Date : 02/25/2011 Payment Receipt Date : 02/25/2011

Fee Section

Base Jurisdiction Fees :	\$0.00	Foreign Jurisdiction Fees :	\$321.00	Administration Fee :	\$0.00	
Late Payment Penalty :	\$0.00	Waived: N	Manual Adj. Base Jur. :	\$0.00	Not Due :	\$321.00
Payment Type :	Full Year Payment					

Cab Card Type
Electronic Delivery Type : D-PDF

Proceed Back Quit

Select "Proceed". The MCS payment collection screen will display.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

IRPWEBP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No. : 69905 Registrant Name : ADD JURISDICTION
Payment Id : 69905 Payment Date : 02/25/2011

Fee Section

Total Amount Due :	\$321.00
--------------------	----------

Credit Card Details

*Credit Card Number :
*Name on Card :
*Card Expiration Month/Year : (MM/YYYY)

Submit Refresh Quit Help

Online Motor Carrier Services

Enter the Credit card number, name on the card and the card expiration date in the text boxes and select "Submit"

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

IRPGEN225: Year should be in the range from 1900 to 2100.

MCS Payment Collection

Customer No. [REDACTED] Registrant Name [REDACTED]

Payment Id 69905 Payment Date 02/25/2011

Fees Section

Total Amount Due \$321.00

Credit Card Details

*Credit Card Number 4444333322221111

*Name on Card James Sample

*Card Expiration Month/Year 12 2013 (MM/YYYY)

Submit Refresh Quit Help

Select "Confirm Payment" to verify the payment.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

IRPWEP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No. [REDACTED] Registrant Name [REDACTED]

Payment Id 69905 Payment Date 02/25/2011

Fees Section

Total Amount Due \$321.00

Credit Card Details

*Credit Card Number 4444333322221111

*Name on Card James Sample

*Card Expiration Month/Year 12 2013 (MM/YYYY)

Confirm Payment Refresh Quit Help

Online Motor Carrier Services

Once the payment has been confirmed the International Registration Plan Apportioned Cab Card will display. Once the payment has been confirmed the carrier will be able to print the new cab card.

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES
* IRP UNIT *
P. O. BOX 1496 • BLYTHEWOOD, SC 29016 • (803) 896-3870
http://www.scdmvonline.com

INTERNATIONAL REGISTRATION PLAN APPORTIONED CAB CARD

Date Registered 02/25/2011	Expiration Date 12/31/2011	Apportioned License Plate No. P71				
Registrant Name and Mailing Address		Customer No.	Fleet No. 1	Supp. No. 3	County Code 7	
Owner Name		Physical Address				
Motor Carrier Name and Mailing Address		Motor Carrier USDOT No.				
Unit No. 1	Model Year 1999	Vehicle Make MACK	Vehicle Type TR	No. Axles 3	No. Seats 0	Fuel Type D
Vehicle Identification No. 1M1AA18Y9XW		Unladen Weight 50000		Gross Vehicle Weight 80000		

The vehicle described above has been proportionally registered between the State of South Carolina and the jurisdictions shown below:

GA	080000	NC	080000	SC	080000	TN	080000	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****

Once completed the screen will display back to the start with a message describing what action was taken.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Process > Supplement > Inquiry > WSP > Reprint > Webprocessing > Enterprise > Sign Off

- (V) For Customer No. : Fleet No. : 1, Fleet Expiration Year : 2011, Fleet Expiration Month : 12, Supplement No. : 3, Supplement Type : A20
- (V) BPGEN189: 3 Cabcard requested, 3 Cabcard generated, 0 Cabcard failed, 0 Cabcard previously generated.
- Payment successfully done.



Exercise

Using the customer number provided, request an Add Jurisdiction supplement.

Online Motor Carrier Services

Replace Cab Card:



Discussion...

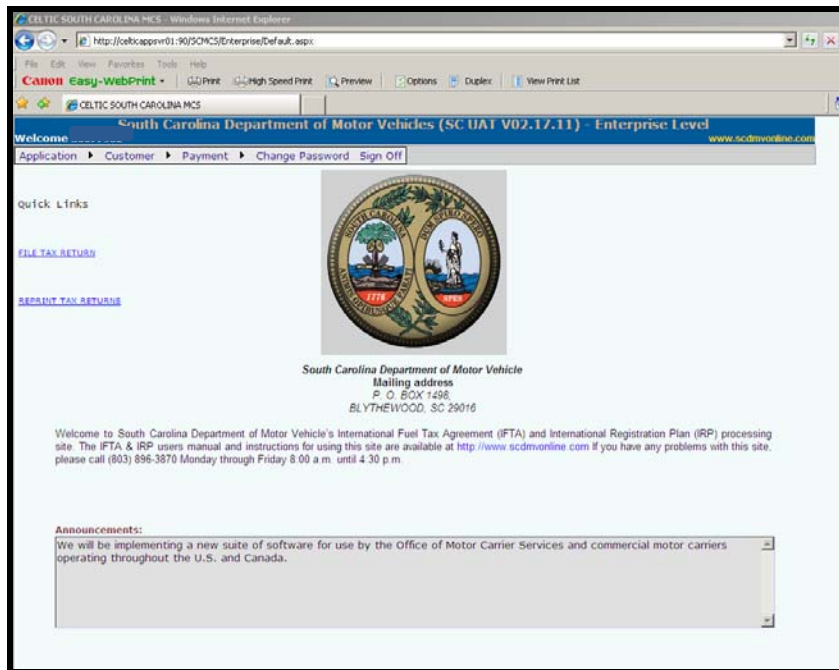
The carrier or service provider will be able to apply for a replacement of a cab card when needed. Duplicate cab cards are issued to replace lost, stolen, or damaged cab cards. An application for duplicate registration form (Form 3090A) must be completed and uploaded through the website.

When requesting a replacement of a cab card for reasons other than lost, the old cab card should be surrendered.



Step-by-Step

South Carolina Department of Motor Vehicles Enterprise Level screen.

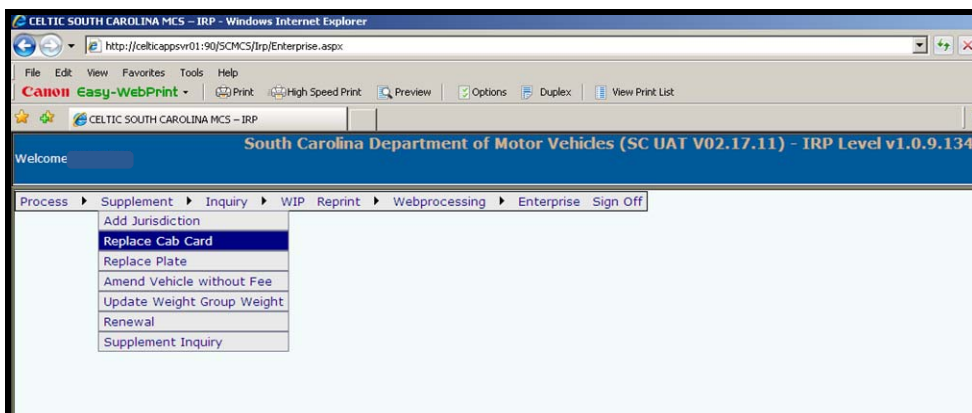
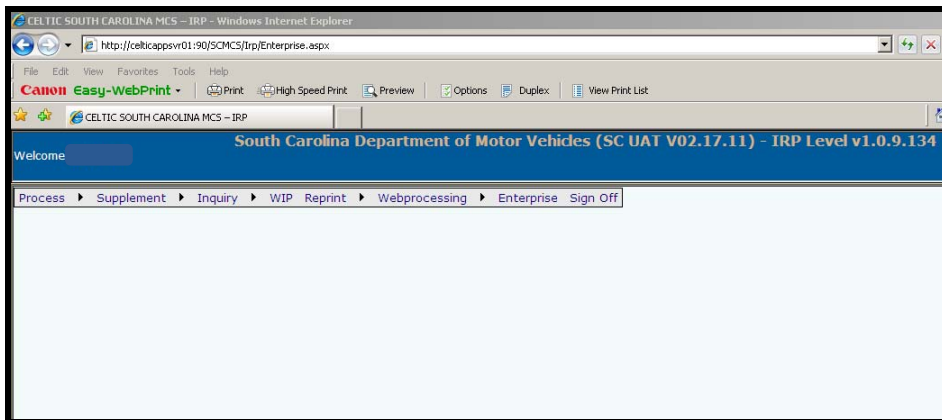


Online Motor Carrier Services

Select "Application" then select "IRP".



Once "IRP" has been selected a screen will display for the carrier to select what type application they would like to perform. Example, the carrier may select the "Supplement" function and request a replacement cab card.



Online Motor Carrier Services

The "Fleet Search" screen will display. The carrier's customer number and supplement effective date will display. On this screen the carrier should make note of the message that appears at the top of the screen. Once the carrier has read the message the carrier will select "Proceed".

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer
http://celticappsrv01:90/SCMCS/Irp/Enterprise.aspx

File Edit View Favorites Tools Help
Canon Easy-WebPrint Print High Speed Print Preview Options Duplex View Print List

CELTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome

Process Supplement Inquiry WIP Reprint Webprocessing Enterprise Sign Off

{W} IRPWEBP13: You may quit from any point in the transaction. Go to Web Processing >> Submit menu option and press SUBMIT, if you want to submit the supplement for review by SCDMV. After selecting SUBMIT, you will not be able to change supplement and information without contacting SCDMV.

Fleet Search Replace Cab Card

* Customer No. 00077063 Fleet No.
Fleet Expiration Year * Supplement Effective Date 03/23/2011

Proceed Refresh Quit Help

Note: The supplement effective date is defaulted to the current date.

Select "PROCEED" to display the Replace Cab Card Selection screen

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer
http://celticappsrv01:90/SCMCS/Irp/Enterprise.aspx

File Edit View Favorites Tools Help
Canon Easy-WebPrint Print High Speed Print Preview Options Duplex View Print List

CELTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome

Process Supplement Inquiry WIP Reprint Webprocessing Enterprise Sign Off

Fleet Search Replace Cab Card

* Customer No. Fleet No.
Fleet Expiration Year * Supplement Effective Date 03/23/2011

Proceed Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]
Page 1 of 1

Select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year
Select		1	9	2011
Select		1	9	2010
Select		1	9	2009
Select		1	9	2008
Select		1	9	2007
Select		1	9	2006
Select		1	9	2005

Select the Fleet Expiration Year and the "Replace Cab Card Selection Details" screen will display. This screen allows the carrier to indicate the vehicle for the replace cab card by doing one of the following:

- Check the check box next to the unit number for the vehicle

Online Motor Carrier Services

- The "Next" and the "Previous" functions allow the carrier to page through a vehicle list if the fleet has a large number of vehicles.
- Once the carrier has selected the vehicle for the replace cab card, the carrier must select "Proceed".

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome [User Name]

Vehicle Billing Payment MainMenu Inquiries

Fleet Search

Vehicle Details Replace Cab Card

Account Details

Customer No. 30077962 Fleet No. 1 Registrant Name SINGLETON BEN

Expiration Month / Year 9 2011 Supplement No. 1 Supplement Desc replace cab card Vehicle Processed 0

Unit No. VIN 4V1WDBJF9R0673738 Plate P759207

Find

Page 1 of 1

Unit No. VIN Plate

110 4V1WDBJF9R0673738 P759207

Proceed Done Refresh Cancel Quit Veh List Help

Once "Proceed" has been selected a screen will display with the selected vehicle(s).

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome [User Name]

Vehicle Billing Payment MainMenu Inquiries

Fleet Search

Vehicle Details Replace Cab Card

Account Details

Customer No. 30077962 Fleet No. 1 Registrant Name SINGLETON BEN

Expiration Month / Year 9 2011 Supplement No. 1 Supplement Desc replace cab card Vehicle Processed 0

Unit No. VIN 4V1WDBJF9R0673738 Plate P759207

Find

Unit No. VIN Plate FeeOverride

110 4V1WDBJF9R0673738 P759207

Proceed Refresh Back Quit

Select "Proceed" if the carrier must select another vehicle. Select "Done" to proceed to the "Billing Details" screen.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome [User Name]

Vehicle Billing Payment MainMenu Inquiries

Fleet Search

Vehicle Details Replace Cab Card

Account Details

Customer No. 30077962 Fleet No. 1 Registrant Name SINGLETON BEN

Expiration Month / Year 9 2011 Supplement No. 1 Supplement Desc replace cab card Vehicle Processed 0

Unit No. VIN 4V1WDBJF9R0673738 Plate P759207

Find

No records found

Proceed Done Refresh Cancel Quit Veh List Help

Note: To cancel a previous selected vehicle, select "VEH LIST" to display a list of vehicles processed during this supplement. The carrier must select the

Online Motor Carrier Services

vehicle they would like to cancel from this supplement and the system will automatically display the vehicle information. If the carrier would like to cancel this vehicle, select "Cancel" at the bottom of the screen.

If the carrier would like to update a previous selected vehicle, the carrier would select "Veh List" to display a list of vehicles processed during this supplement. Update the information on the vehicle(s) and select "Update" then select "Proceed" in order to save the updated information. The carrier will be limited to what information they will be able to update using the website.

Once the Billing screen displays verify the information and select "Proceed"

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Vehicle Billing Payment Main Menu Inquiries

• (W) IRP GEN 275: CENSUS/MCS T

Replace Cab Card

Billing Details

Customer No. [] Registrant Name []

Fleet No. [1] Expiration Month / Year [9/2011]

Reg. Months [7] No. of Vehicles [1]

Supplement No. [1] Supplement Desc. [REPLACE CAB CARD]

Supplement Status [0] Supplement Status Desc. [OPEN]

Supplement Effective Date [03/23/2011] *Invoice Date [03/23/2011]

* Application Receipt Date [03/23/2011] Payment Date []

IRP Fee [] Cab Card Fee []

Replace Plate Fee [] Waive [] OOS Reinstatement Fee [] Waive []

Plate Transfer Fee [] Waive [] Late Vehicle Registration Fee [] Waive []

Late Renewal Registration Fee [] Waive [] Credit Applied []

Total Due [] Manual Adj. Base Jur. []

Net Amount Due []

45 Days TEAR Ind []

Proceed Refresh Quit Help

Once the carrier selects "Proceed" the fees will populate. Select "Proceed"

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Vehicle Billing Payment Main Menu Inquiries

• (W) IRP BILL 42: No TEARs allowed for this account.

Replace Cab Card

Billing Details

Customer No. [] Registrant Name []

Fleet No. [1] Expiration Month / Year [9/2011]

Reg. Months [7] No. of Vehicles [1]

Supplement No. [1] Supplement Desc. [REPLACE CAB CARD]

Supplement Status [1] Supplement Status Desc. [INVOICED]

Supplement Effective Date [03/23/2011] *Invoice Date [03/23/2011]

* Application Receipt Date [03/23/2011] Payment Date []

IRP Fee [0.00] Cab Card Fee [1.00] Waive []

Replace Plate Fee [0.00] Waive [] OOS Reinstatement Fee [0.00] Waive []

Plate Transfer Fee [0.00] Waive [] Late Vehicle Registration Fee [0.00] Waive []

Late Renewal Registration Fee [0.00] Waive [] Credit Applied [0.00]

Total Due [1.00] Manual Adj. Base Jur. [0.00]

Net Amount Due [1.00]

45 Days TEAR Ind []

Invoice Report Type [Fees for Unit] Electronic Delivery Type [D-PDF]

Proceed Refresh Quit Help

The Billing Details screen will indicate the fees calculated for the change, the amount of credit applied and the net amount due.

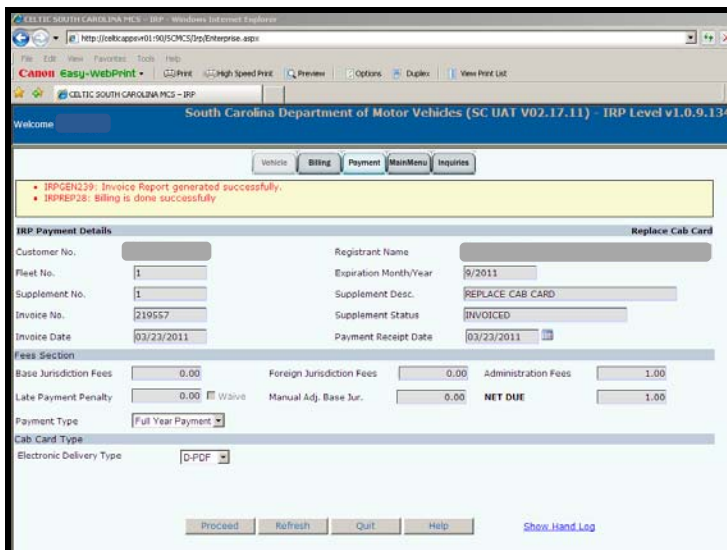
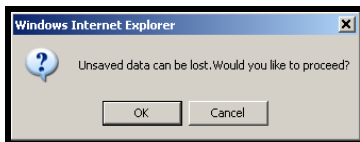
Online Motor Carrier Services

The carrier will be able to select the invoice report type from the drop down box and also will be able to select how the invoice will be delivered from the Electronic Delivery type.

Once the carrier has reviewed the calculated fees, the carrier would select "Proceed" to produce the invoice. The invoice will indicate the total due and net amount due. If the carrier is eligible for a TEAR, the TEAR will be generated and the payment details screen will display.

Also, on the "Payment Detail" screen the carrier has the ability to cancel the invoice/bill if desired. In order to cancel the invoice the carrier would select the "Billing" tab to return to the "Billing Details" screen.

Once the "Billing" tab has been selected the carrier would receive a message stating that "Unsaved data can be lost. Would you like to proceed?" If the carrier requires canceling the invoice the carrier would select "OK".



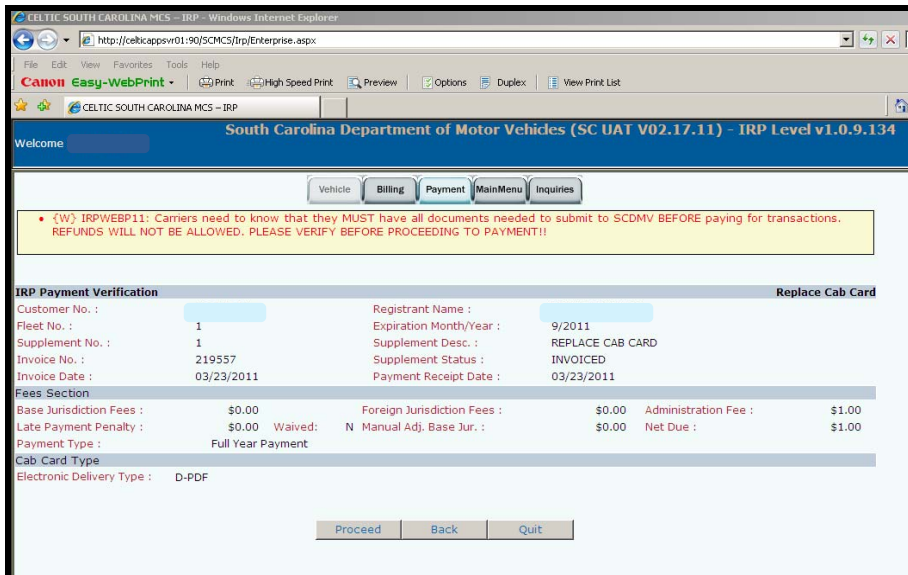
The carrier would select how they would like the cab card delivered by selecting one of the options from the drop down box beside "Electronic Delivery Type".

Online Motor Carrier Services



A screenshot of a web form titled "Cab Card Type". It contains a label "Electronic Delivery Type" and a dropdown menu with three options: "D-PDF", "E-Email", and "F-Fax". The "D-PDF" option is selected. Below the dropdown are four buttons: "Proceed", "Refresh", "Quit", and "Help".

The carrier would then select "Proceed". The Payment Details Verification screen will be displayed.



A screenshot of a web browser displaying the "South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134". The page has a blue header with the text "Welcome" and a navigation bar with buttons for "Vehicle", "Billing", "Payment", "MainMenu", and "Inquiries". A yellow warning box contains the text: "• {W} IRPWEP11: Carriers need to know that they MUST have all documents needed to submit to SCDMV BEFORE paying for transactions. REFUNDS WILL NOT BE ALLOWED. PLEASE VERIFY BEFORE PROCEEDING TO PAYMENT!!". Below this is the "IRP Payment Verification" section, which includes a "Replace Cab Card" link. The section displays the following information:

Customer No. :	1	Registrant Name :			
Fleet No. :	1	Expiration Month/Year :	9/2011		
Supplement No. :	1	Supplement Desc. :	REPLACE CAB CARD		
Invoice No. :	219557	Supplement Status :	INVOICED		
Invoice Date :	03/23/2011	Payment Receipt Date :	03/23/2011		

Fees Section

Base Jurisdiction Fees :	\$0.00	Foreign Jurisdiction Fees :	\$0.00	Administration Fee :	\$1.00
Late Payment Penalty :	\$0.00	Waived :	N	Manual Adj. Base Jur. :	\$0.00
Payment Type :	Full Year Payment				
Net Due :	\$1.00				

Cab Card Type

Electronic Delivery Type : D-PDF

At the bottom of the page are three buttons: "Proceed", "Back", and "Quit".

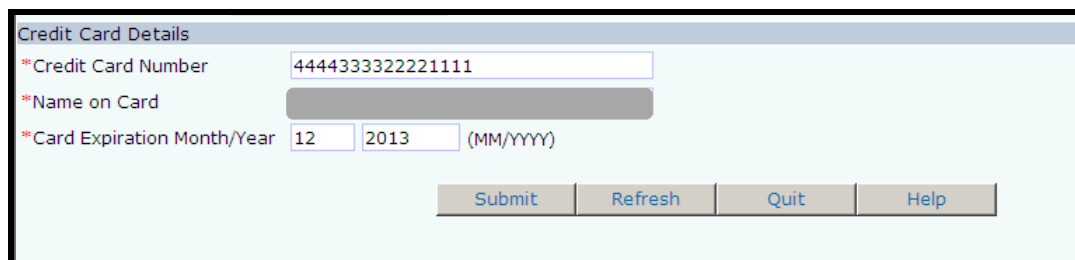
Online Motor Carrier Services

The carrier should verify the fees due. If the carrier wishes to cancel the invoice/bill the carrier must:

- Select the "BILLING" tab to return to the Billing Details screen
- Select "CANCEL BILL" to cancel the bill, Select the "VEHICLE" tab and make changes as required.

If the carrier verifies that the fees and information are correct and does not wish to cancel the invoice/bill the carrier must select "Proceed". The MCS payment Collection screen will display.

Enter the Credit card number, the name on the credit card and the expiration. Take care to enter the expiration in the format displayed.



Credit Card Details

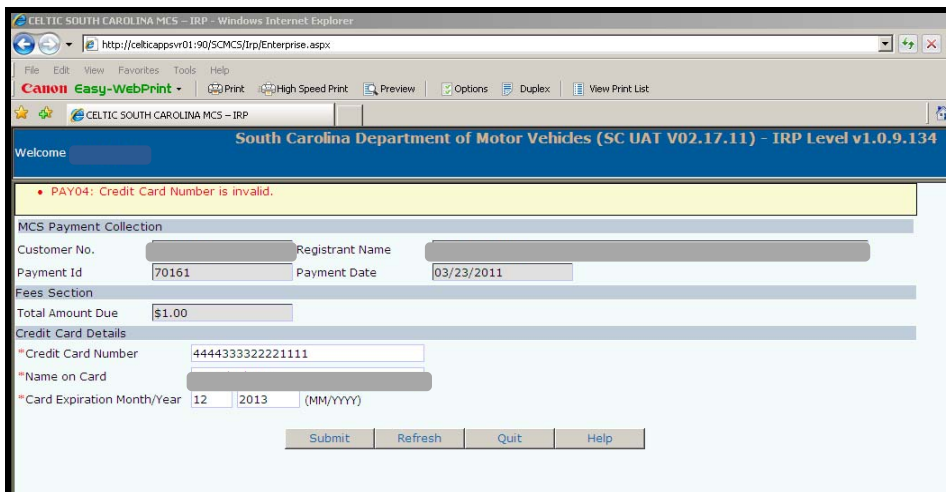
*Credit Card Number 4444333322221111

*Name on Card

*Card Expiration Month/Year 12 2013 (MM/YYYY)

Submit Refresh Quit Help

Select "Submit"



CEL TIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/Trp/Enterprise.aspx

File Edit View Favorites Tools Help

Canon Easy-WebPrint Print High Speed Print Preview Options Duplex View Print List

CEL TIC SOUTH CAROLINA MCS - IRP

Welcome

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

• PAY04: Credit Card Number is invalid.

MCS Payment Collection

Customer No. Registrant Name

Payment Id 70161 Payment Date 03/23/2011

Fees Section

Total Amount Due \$1.00

Credit Card Details

*Credit Card Number 4444333322221111

*Name on Card

*Card Expiration Month/Year 12 2013 (MM/YYYY)

Submit Refresh Quit Help

Online Motor Carrier Services

The carrier will receive a message that states: "Please confirm your payment. Your credit card will be charged after confirmation" Once the carrier confirms the payment, the credit card will be charged. Select "Confirm Payment".

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer
http://celticappsrv01:90/SCMCS/Trp/Enterprise.aspx

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome

• IRPWEBP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No. [] Registrant Name []

Payment Id [70161] Payment Date [03/23/2011]

Fees Section

Total Amount Due [\$1.00]

Credit Card Details

*Credit Card Number [444433332221111]

*Name on Card []

*Card Expiration Month/Year [12] [2013] (MM/YYYY)

[Confirm Payment] [Refresh] [Quit] [Help]

Once the carrier selects "Confirm Payment" the cab card will display in a PDF file.

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES
IRP UNIT
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
http://www.scdmvonline.com

INTERNATIONAL REGISTRATION PLAN APPORTIONED CAB CARD

Date Registered: 03/23/2011 Expiration Date: 09/30/2011 Apportioned License Plate No. P758

Registrant Name and Mailing Address: [] Customer No. [] Fleet No. 1 Supp. No. 1 County Code 7

Physical Address: []

Owner Name: []

Motor Carrier Name and Mailing Address: [] Motor Carrier USDOT No. []

Unit No.	Model Year	Vehicle Make	Vehicle Type	No. Axles	No. Seats	Fuel Type
110	1994	WGMC	TR	3	0	D

Vehicle Identification No. 4V1WDBJF9RN Unladen Weight 17800 Gross Vehicle Weight 80000

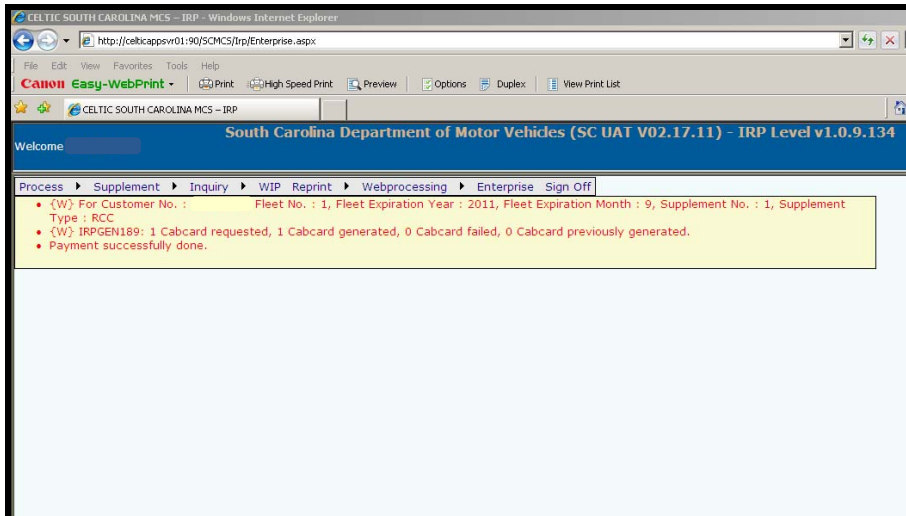
The vehicle described above has been proportionally registered between the State of South Carolina and the jurisdictions shown below:

AL	080000	FL	080000	GA	080000	NC	080000	SC	080000
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****

Online Motor Carrier Services

The carrier will verify the information and close the document by selecting the "X" in the upper right hand corner of the screen.

Once the International Registration Plan Apportioned Cab Card has been closed the Enterprise screen will display.



Note: On the enterprise screen a message will display for the carrier. The message reads:

- {W} For Customer No. , Fleet No. : 1, Fleet Expiration Year : 2011, Fleet Expiration Month : 9, Supplement No. : 1, Supplement Type : RCC
- {W} IRPGEN189: 1 Cabcard requested, 1 Cabcard generated, 0 Cabcard failed, 0 Cabcard previously generated.
- Payment successfully done.

If for some reason the request cannot be processed a message will display explaining the requirement for the request.



Exercise

Using the customer number provided, request a replace cab card supplement.

Online Motor Carrier Services

Amend Vehicle without a Fee:



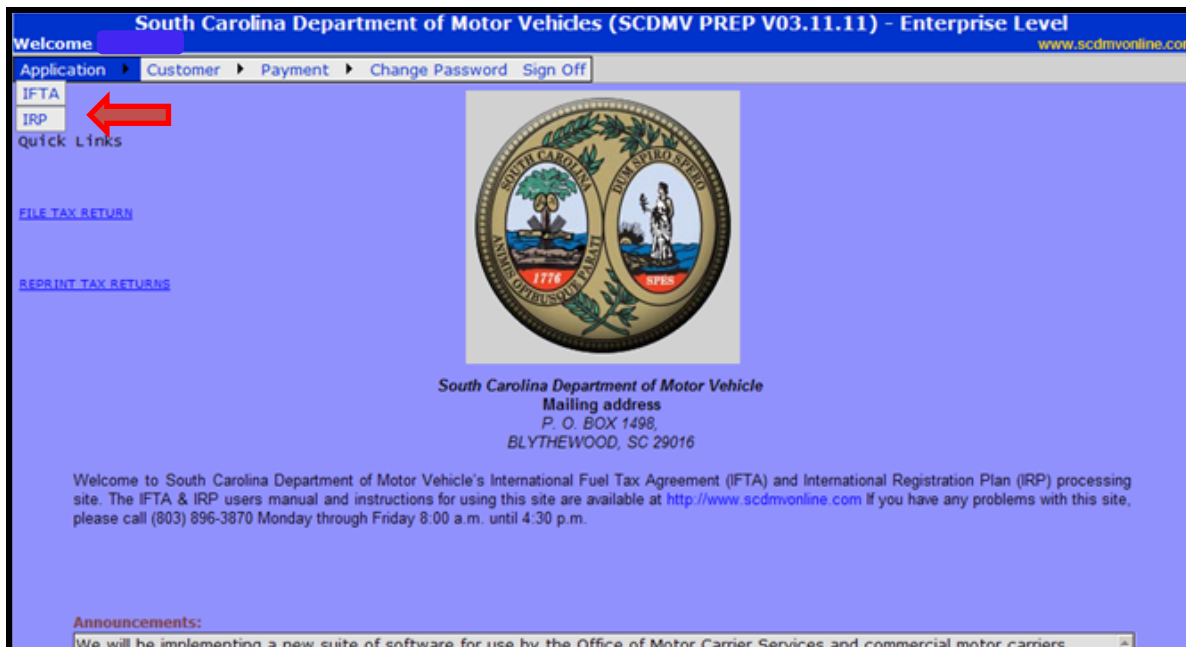
Discussion...

In this process changes made to the carrier do not affect IRP fees. The supplement only allows minimal updates to the carrier's information. The carrier will be allowed to change the unit number, insurance company name and/or policy number property tax owner TIN, Property tax owner name, and the Financial Lessee. Since information will be changed the carrier will have to pay to receive a updated cab card for each vehicle the updates affect.



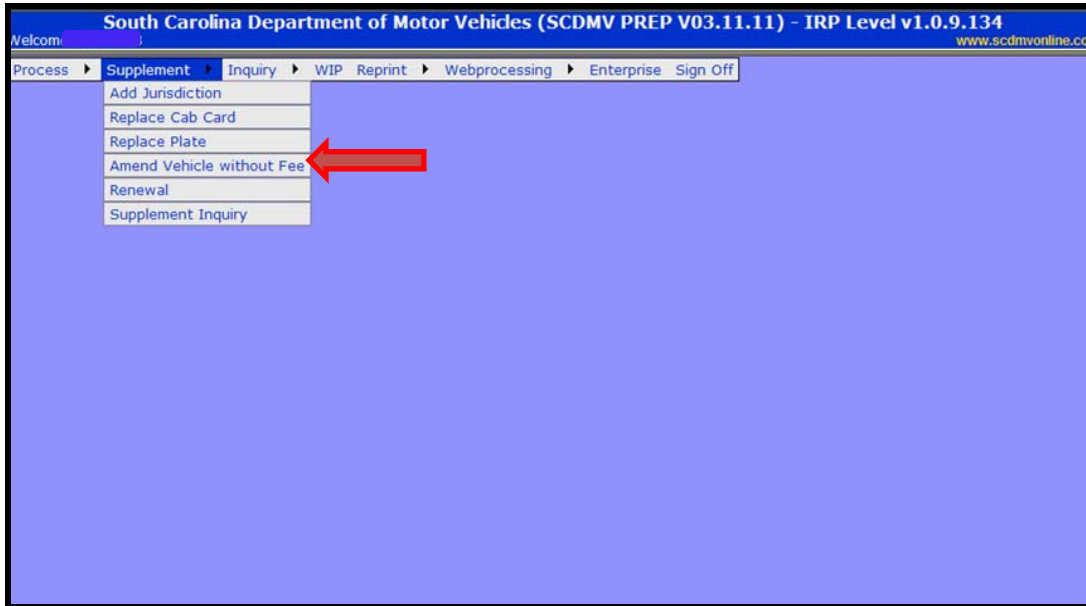
Step-by-Step

From the Enterprise screen the carriers will select the **IRP** function under the *Application* heading.



Online Motor Carrier Services

- Carrier will select the '**Amend Vehicle without Fee**' function under the *Supplement* heading.



- User will be directed to the "**Fleet Search**" screen where their customer number will be populated automatically along with the supplement date.
- The user will then select the '**Proceed**' command button.

South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134

Welcome [User Name] www.scdmvonline.com

Process ▶ Supplement ▶ Inquiry ▶ WIP Reprint ▶ Webprocessing ▶ Enterprise Sign Off

- {W} IRPWEBP13: You may quit from any point in the transaction. Go to Web Processing >> Submit menu option and press SUBMIT, if you want to submit the supplement for review by SCDMV. After selecting SUBMIT, you will not be able to change supplement and information without contacting SCDMV.

Fleet Search Change Vehicle - No-Fee Related

* Customer No. [Red Box] Fleet No. []

Fleet Expiration Year [] * Supplement Effective Date 04/12/2011

Proceed Refresh Quit Help

Online Motor Carrier Services

- The user will choose the current expiration year for the fleet they wish to make updates to using the blue 'Select'.

South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134

Welcome

Process Supplement Inquiry WIP Reprint Webprocessing Enterprise Sign Off

Fleet Search

Change Vehicle - No-Fee Related

* Customer No. [redacted] Fleet No. [redacted]

Fleet Expiration Year [redacted] Supplement Effective Date 04/12/2011

Proceed Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

Select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year
Select	[redacted]	1	1	2012
Select	[redacted]	1	1	2011
Select	[redacted]	1	1	2010
Select	[redacted]	1	1	2009
Select	[redacted]	1	1	2008
Select	[redacted]	1	1	2007
Select	[redacted]	1	1	2006

- The row selected will highlight and then user will select the 'Proceed' command button.

Select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year
Select	[redacted]	1	1	2012
Select	[redacted]	1	1	2011
Select	[redacted]	1	1	2010
Select	[redacted]	1	1	2009
Select	[redacted]	1	1	2008
Select	[redacted]	1	1	2007
Select	[redacted]	1	1	2006

- The user can identify the vehicle(s) they need to make changes to by using the unit number, VIN, or plate number. Once the vehicle is identified is entered the user will select the 'Find' command button.

South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134

Welcome

WgtGroup Vehicle Billing Payment MainMenu Inquiries

Vehicle Details

Change Vehicle - No-Fee Related

Change Vehicle Details

Unit No. [redacted] VIN [redacted] Plate [redacted] Find

Account Details

Customer No. [redacted] Fleet No. 1 Registrant Name [redacted] No. of Vehicles 0

Expiration Month / Year 1 / 2012 Supplement No. 1 Description Change Vehicle - No-Fee Related Supp. Eff. Date 04/12/2011

Vehicle Details

* Unit No. [redacted] Owner [redacted] * Body Style [redacted]

* Year [redacted] * Make [redacted] * Fuel Type [redacted]

Seats [redacted] Axles [redacted] Combine Axles [redacted]

* Title No. [redacted] * VIN [redacted] * Title State SC-SOUTH CAROLIN

* Factory Price [redacted] * Unladen Wgt. [redacted] * Weight Group No. [redacted]

* Purchase Price [redacted] * Purchase Date [redacted] Other Date [redacted]

* Property Tax Owner Name [redacted] Financial Lessee [redacted]

Override Late Penalty [redacted] * Insurance Company STATE AUTO * Policy No. BAP221375303

Plate [redacted]

Documentation Requirements For Admin Fee and Fee Calculation

Online Motor Carrier Services

- The vehicle information will populate and the user will be allowed to change the following information:
 - Unit Number
 - Property Tax Owner TIN and Name
 - Insurance Company Name and Policy Number
 - Financial Lessee
 - Safety USDOT Number
 - TIN

South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134
Welcome [redacted] www.scdmvonline.com

WgtGroup Vehicle Billing Payment MainMenu Inquiries

• {W} IRPVEH191: Title status is CURRENT TITLE - PROCESSED with body style TK.

Vehicle Details Change Vehicle - No-Fee Related

Change Vehicle Details

Unit No. [redacted] VIN [redacted] Plate [redacted] Find

Account Details

Customer No. 17773938 Fleet No. 1 Registrant Name ADAMS CLEARING INC No. of Vehicles 0
Expiration Month / Year 1 / 2012 Supplement No. 1 Description [redacted] Supp. Eff. Date 04/12/2011

Vehicle Details

Unit No.	1	Owner	ADAMS, ANDREW SAMUEL	* Body Style	TK - TRUCK
* Year	1988	* Make	[redacted]	* Fuel Type	D-DIESEL
Seats	0	* Axles	3	* Combine Axles	3
* Title No.	UNK0000510286	* VIN	1M2N1B7Y4JW024163	* Title State	SC-SOUTH CAROLIN
* Factory Price	15000	* Unladen Wgt.	15000	* Weight Group No.	800-80000
* Purchase Price	15000	* Purchase Date	08/15/1998	Other Date	02/01/2010
* Property Tax	571100162	* Property Tax Owner	ADAMS CLEARING INC	Financial Lessee	
* Owner TIN		* Insurance Company	[redacted]	Policy No.	BAP221375303
Override Late Penalty	[redacted]	Plate	P768127		

Documentation Requirements For Admin Fee and Fee Calculation

Colorado Distance Y UT Special Truck N MCO Provided N Colorado Trailer N

Documentation Requirement Tracking

2290 C-COLLECTED MCS 150 C-COLLECTED Is the Lease Expected to Change? ☐
* Safety USDOT No. 590128 * TIN 571100162 USDOT Name ANDREW S ADAMS

[redacted] [redacted] [redacted]

- User can select the "Veh List" command button and a list of vehicles that are affected by a change(s) the user has made will display. The user will be able to see what vehicles have been updated.

Online Motor Carrier Services

Welcome www.scdmvonline.com

Vehicle Details Change Vehicle - No-Fee Related

Account Details

Customer No. Fleet No. Registrant Name No. of Vehicles

Expiration Month / Year / Supplement No. Description Supp. Eff. Date

Vehicle Details

* Unit No. Owner * Body Style

* Year * Make * Fuel Type

Seats * Axles * Combine Axles

* Title No. * VIN * Title State

* Factory Price * Unladen Wgt. * Weight Group No.

* Purchase Price * Purchase Date Other Date

* Property Tax Owner TIN * Property Tax Owner Name Financial Lessee

Override Late Penalty ☐ * Insurance Company * Policy No.

Plate

Documentation Requirements For Admin Fee and Fee Calculation

Colorado Distance UT Special Truck MCO Provided Colorado Trailer

Documentation Requirement Tracking

2290 MCS 150 Is the Lease Expected to Change? ☐

* Safety USDOT No. * TIN USDOT Name

Proceed Done Cancel Vehicle **Veh List** Refresh Quit Help

- "Vehicle Selection Details" screen lists all of vehicles that have been updated by user.
- By selecting the '**Select**' user can identify the vehicle they need to update information that was omitted the first time.

Welcome www.scdmvonline.com

Vehicle Selection Details Change Vehicle - No-Fee Related

Customer No. Registrant Name

Fleet No. Expiration Month/Year

Supplement No. Description

Unit No.: VIN: Title No.:

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 1

	Unit No.	VIN	Title No.	Vehicle Id	Seq No.	Service Type Indicator
Select	1	4V4JDBPF1TN	0760108346072	64423	1	CVN
Select	2	1HTSHAAR1TH	0520209024832	30641	1	CVN

- If a vehicle has been updated by mistake the user can select the vehicle from the vehicle list (previous screen shot) and then select the '**Cancel Vehicle**' command button. This will delete all changes made to that vehicle.

Online Motor Carrier Services

Welcome www.scdmvmonline.c

Vehicle Details Change Vehicle - No-Fee Related

Account Details

Customer No. Fleet No. Registrant Name No. of Vehicles

Expiration Month / Year / Supplement No. Description Supp. Eff. Date

Vehicle Details

* Unit No. Owner * Body Style

* Year * Make * Fuel Type

Seats * Axles * Combine Axles

* Title No. * VIN * Title State

* Factory Price * Unladen Wgt. * Weight Group No.

* Purchase Price * Purchase Date Other Date

* Property Tax Owner TIN * Property Tax Owner Name Financial Lessee

Override Late Penalty ☐ * Insurance Company * Policy No.

Plate

Documentation Requirements For Admin Fee and Fee Calculation

Colorado Distance UT Special Truck MCO Provided Colorado Trailer

Documentation Requirement Tracking

2290 MCS 150 Is the Lease Expected to Change? ☐

* Safety USDOT No. * TIN USDOT Name

Proceed Done **Cancel Vehicle** Veh List Refresh Quit Help

- User will keep selecting vehicles that need to be updated by identifying them like they did in the previous step. Once all vehicles have been updated user should select the '**DONE**' command button which will complete the updates and then select the '**Proceed**' command button.

WgtGroup Vehicle Billing Payment MainMenu Inquiries

• IRPVEH004: Vehicle amended

Vehicle Details Change Vehicle - No-Fee Related

Change Vehicle Details

Unit No. VIN Plate Find

Account Details

Customer No. Fleet No. Registrant Name No. of Vehicles

Expiration Month / Year / Supplement No. Description Supp. Eff. Date

Vehicle Details

* Unit No. Owner * Body Style

* Year * Make * Fuel Type

Seats * Axles * Combine Axles

* Title No. * VIN * Title State

* Factory Price * Unladen Wgt. * Weight Group No.

* Purchase Price * Purchase Date Other Date

* Property Tax Owner TIN * Property Tax Owner Name Financial Lessee

Override Late Penalty ☐ * Insurance Company * Policy No.

Plate

Documentation Requirements For Admin Fee and Fee Calculation

Colorado Distance UT Special Truck MCO Provided Colorado Trailer

Documentation Requirement Tracking

2290 MCS 150 Is the Lease Expected to Change? ☐

* Safety USDOT No. * TIN USDOT Name

Proceed **Done** Cancel Veh List Refresh Quit Help

- User will be directed to the '**Billing Details**' screen. This screen gives the user an overview of what they have processed online. User should select the '**Proceed**' command button.

Online Motor Carrier Services

WgtGroup Vehicle Billing Payment MainMenu Inquiries			
Billing Details		Change Vehicle - No-Fee Related	
Customer No.	<input type="text"/>	Registrant Name	<input type="text"/>
Fleet No.	<input type="text" value="1"/>	Expiration Month / Year	<input type="text" value="1/2012"/>
Reg. Months	<input type="text" value="10"/>	No. of Vehicles	<input type="text" value="1"/>
Supplement No.	<input type="text" value="1"/>	Supplement Desc.	<input type="text" value="CHANGE VEHICLE - NO-FEE RELATED"/>
Supplement Status	<input type="text" value="0"/>	Supplement Status Desc.	<input type="text" value="OPEN"/>
Supplement Effective Date	<input type="text" value="04/14/2011"/>	* Invoice Date	<input type="text" value="04/14/2011"/>
* Application Receipt Date	<input type="text" value="04/14/2011"/>	Payment Date	<input type="text"/>
<hr/>			
IRP Fee	<input type="text"/>	Cab Card Fee	<input type="text"/> Waive <input type="checkbox"/>
Replace Plate Fee	<input type="text"/> Waive <input type="checkbox"/>	OOS Reinstatement Fee	<input type="text"/> Waive <input type="checkbox"/>
Plate Transfer Fee	<input type="text"/> Waive <input type="checkbox"/>	Late Vehicle Registration Fee	<input type="text"/> Waive <input type="checkbox"/>
Late Renewal Registration Fee	<input type="text"/> Waive <input type="checkbox"/>	Credit Applied	<input type="text"/>
Total Due	<input type="text"/>	Manual Adj. Base Jur.	<input type="text"/>
Net Amount Due	<input type="text"/>		
45 Days TEAR Ind	<input type="checkbox"/>		
<div>Proceed Refresh Quit Help</div>			

- On the '*Billing Details*' screen the user will be given the total for the transaction and will decide how they would like the documentation delivered to them.

Online Motor Carrier Services

- User will have the option to select what type invoice they want to receive:
 - Fees by Jurisdiction
 - Fees for Unit
 - Fees for Unit by Jurisdiction
- User will select how they want their Invoice report delivered they have the options of:
 - D-PDF
 - E-Mail (if email not in system the user can type in e-mail address)
 - F-Fax

Billing Details Change Vehicle - No-Fee Related

Customer No.		Registrant Name	
Fleet No.	1	Expiration Month / Year	1/2012
Reg. Months	10	No. of Vehicles	1
Supplement No.	1	Supplement Desc.	CHANGE VEHICLE - NO-FEE RELATED
Supplement Status	I	Supplement Status Desc.	INVOICED
Supplement Effective Date	04/14/2011	*Invoice Date	04/14/2011
* Application Receipt Date	04/14/2011	Payment Date	

IRP Fee	0.00	Cab Card Fee	1.00	Waive <input type="checkbox"/>
Replace Plate Fee	0.00	OOS Reinstatement Fee	0.00	Waive <input type="checkbox"/>
Plate Transfer Fee	0.00	Late Vehicle Registration Fee	0.00	Waive <input type="checkbox"/>
Late Renewal Registration Fee	0.00	Credit Applied	0.00	
Total Due	1.00	Manual Adj. Base Jur.	0.00	
Net Amount Due	1.00			
45 Days TEAR Ind	<input checked="" type="checkbox"/>			
Invoice Report Type	Fees for Unit	Electronic Delivery Type	D-PDF	

Callout 1: Invoice Report Type

- Fees for Unit by Jurisdiction
- Fees by Jurisdiction
- Fees for Unit
- Fees for Unit by Jurisdiction

Callout 2: Electronic Delivery Type

- D-PDF
- E-Mail
- F-Fax

Buttons: Proceed, Refresh, Quit, Help

- Once user has selected how documents will be delivered the "**Proceed**" command button should be selected.
- User will be taken to "IRP Payment Details" screen. This screen will show the user the amount of money due for the transaction and they will decide how they want their updated 'Cab Card' printed.

Online Motor Carrier Services

WgtGroup Vehicle Billing Payment MainMenu Inquiries

- IRPGEN239: Invoice and TEAR generated successfully.
- IRPREP28: Billing is done successfully

IRP Payment Details Change Vehicle - No-Fee Related

Customer No. [] Registrant Name []

Fleet No. 1 Expiration Month/Year 1/2012

Supplement No. 1 Supplement Desc. CHANGE VEHICLE - NO-FEE RELATED

Invoice No. 224484 Supplement Status INVOICED

Invoice Date 04/14/2011 Payment Receipt Date 04/19/2011

Fees Section

Base Jurisdiction Fees	0.00	Foreign Jurisdiction Fees	0.00	Administration Fees	1.00
Late Payment Penalty	0.00	Manual Adj. Base Jur.	0.00	NET DUE	1.00

Payment Type Full Year Payment

Cab Card Type []

Electronic Delivery Type D-PDF

D-PDF
E-Mail mikal.reames@scdmv.net
F-Fax

- Once user has selected "**Proceed**" on the previous screen they will be directed to the "**IRP Payment Verification**" screen where they should verify the transaction they are about to complete. Once it has been verified the user will select "**Proceed**" command button.

****NOTE**** system will remind user:

{W} IRPWEBP11: Carriers need to know that they MUST have all documents needed to submit to SCDMV BEFORE paying for transactions. REFUNDS WILL NOT BE ALLOWED. PLEASE VERIFY BEFORE PROCEEDING TO PAYMENT!!

WgtGroup Vehicle Billing Payment MainMenu Inquiries

- {W} IRPWEBP11: Carriers need to know that they MUST have all documents needed to submit to SCDMV BEFORE paying for transactions. REFUNDS WILL NOT BE ALLOWED. PLEASE VERIFY BEFORE PROCEEDING TO PAYMENT!!

IRP Payment Verification Change Vehicle - No-Fee Related

Customer No. : [] Registrant Name : []

Fleet No. : 1 Expiration Month/Year : 1/2012

Supplement No. : 1 Supplement Desc. : CHANGE VEHICLE - NO-FEE RELATED

Invoice No. : 224484 Supplement Status : INVOICED

Invoice Date : 04/14/2011 Payment Receipt Date : 04/19/2011

Fees Section

Base Jurisdiction Fees :	\$0.00	Foreign Jurisdiction Fees :	\$0.00	Administration Fee :	\$1.00
Late Payment Penalty :	\$0.00	Manual Adj. Base Jur. :	\$0.00	Net Due :	\$1.00

Payment Type : Full Year Payment

Cab Card Type []

Electronic Delivery Type : D-PDF

Proceed Back Quit

- The user will now enter in their credit card information. The information needed will be:

Online Motor Carrier Services

- credit card number
- name on card
- expiration of card (month/year)

• IRPWEBP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No. [] Registrant Name []

Payment Id 77908 Payment Date 04/19/2011

Fees Section

Total Amount Due \$1.00

Credit Card Details

*Credit Card Number []

*Name on Card []

*Card Expiration Month/Year [] [] (MM/YYYY)

Submit Refresh Quit Help

- Once the information is put in the system the user will select the '**Submit**' command button.
- The system will tell the user to "*Please confirm your payment. Your credit card will charged after confirmation*" by making sure the credit card information has been correctly entered into the system.
- Once it is verified the user will select the '**Confirm Payment**' command button.

• IRPWEBP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No. [] Registrant Name []

Payment Id 77908 Payment Date 04/19/2011

Fees Section

Total Amount Due \$1.00

Credit Card Details

*Credit Card Number 4444333322221111

*Name on Card TEST

*Card Expiration Month/Year 02 2013 (MM/YYYY)

Confirm Payment Refresh Quit Help

- If the supplement is completed without any problems the user will receive the following messages:

Online Motor Carrier Services


South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Ve 3073 www.scdmv.com

Process Supplement Inquiry WTR Reprint Webprocessing Enterprise Sign Off

- {W} For Customer No. [redacted] Fleet No. : 1, Fleet Expiration Year : 2012, Fleet Expiration Month : 1, Supplement No. : 1, Supplement Type : CVN
- {W} IRPGEN189: 1 Cabcard requested, 1 Cabcard generated, 0 Cabcard failed, 0 Cabcard previously generated.
- Payment successfully done.

Cab Card user will receive after payment has been accepted:

 **SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES**
MOTOR CARRIER SERVICES
IRP UNIT
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
<http://www.scdmvonline.com>

INTERNATIONAL REGISTRATION PLAN APPORTIONED CAB CARD


Date Registered 04/19/2011		Expiration Date 01/31/2012		Apportioned License Plate No. [redacted]	
Registrant Name and Mailing Address [redacted]		Customer No. [redacted]	Fleet No. 1	Supp. No. 1	County Code 26
Owner Name [redacted]		Physical Address [redacted]			
Motor Carrier Name and Mailing Address [redacted]		Motor Carrier USDOT No. [redacted]			
Unit No. 03	Model Year 2006	Vehicle Make MACK	Vehicle Type TT	No. Axles 3	No. Seats 0
Vehicle Identification No. 1M1AJ06Y [redacted]		Unladen Weight 17000		Gross Vehicle Weight 80000	

The vehicle described above has been proportionally registered between the State of South Carolina and the jurisdictions shown below:

NC	080000	SC	080000	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****
**	*****	**	*****	**	*****	**	*****	**	*****

This cab card is issued pursuant to the International Registration Plan Agreement. No Jurisdictions are to be listed after the row of asterisks or card is invalid.
It is the registrants responsibility to ensure that the information on the IRP cab card is correct.
The apportioned cab card must be carried in the vehicle to which it is issued and must be present on demand, for inspection by law enforcement officers.
Any alteration or erasure renders this cab card void.

This Apportioned cab card:
- MUST BE CARRIED IN VEHICLE AT ALL TIMES
- MUST BE SURRENDERED IF VEHICLE DELETED FROM FLEET
- IS NOT VALID AS PROOF OF VEHICLE OWNERSHIP
- IS NOT TRANSFERABLE



Exercise

Using the customer number provided, request an "Amend Vehicle without Fee" supplement.

Renewal



Discussion...

This renewal process is used to renew your existing fleet. Renewal periods are for 12 months from registration month, expiring on the last day of the 12th month. Renewal packets (printed Schedule A/E and B) are generated 45 days prior to expiration and mailed to Carrier. The Carrier is required to make any changes including adding/removing jurisdictions, modifying jurisdiction weight, and adding/removing units during renewal by indicating the changes on the renewal documents. Carriers are also required to update their mileage information based on actual miles from July 1 – June 30 for the previous year.

Required/Conditional Documents

Table Legend:

- **Document Type** – The uniform document classification of document
- **SCDMV Form Number** – The form number assigned to the original paper document is defined by SCDMV (if applicable)
- **Source** – Is the document created by SCDMV (internal) or received from an outside party (external)?
- **Required or Conditional** – Is the document always received as part of the process or is it only received under some conditions?

Online Motor Carrier Services

Document Type	SCDMV Form Number	Source	Required or Conditional	Notes
Schedule A	Schedule A	Internal	Required	A pre-populated, system generated Schedule A is sent to the Carrier at renewal. The registrant must mark any account changes and return
Schedule B	Schedule B	Internal	Required	The pre-populated, system generated Schedule B is sent to the Carrier at renewal. The registrant must mark any account changes and return
Schedule C	Schedule C	External (IRP)	Conditional	Although not necessary, a completed Schedule C can be provided to identify changes during renewal

Online Motor Carrier Services

Document Type	SCDMV Form Number	Source	Required or Conditional	Notes
MCS150	MCS150	Internal	Required	The pre-populated, system generated MCS150 is sent to the registrant at renewal. The Carrier must mark any account changes and return
HVUT Filing	2290	External	Conditional	Required for HVUT qualifying vehicles (55,000 GVW or Greater)
Lease Agreement	NA	External	Conditional	Required when registrant is not a carrier. An updated agreement must be provided at each renewal.
Letter of Intent	NA	External	Conditional	Required if Lease Agreement has not been completed

Online Motor Carrier Services

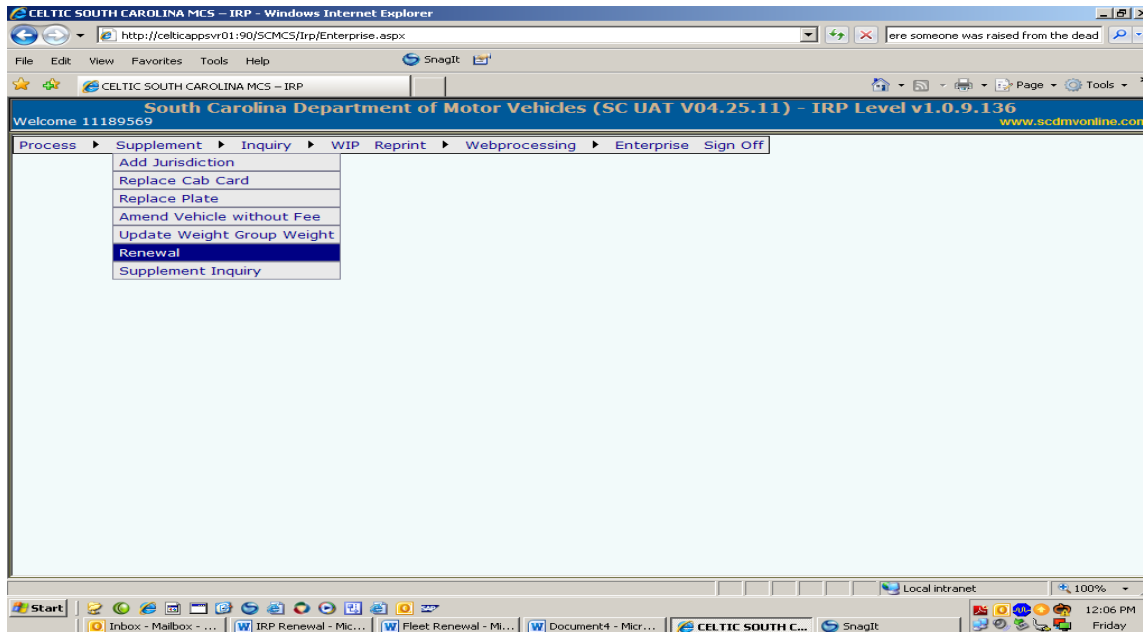
Document Type	SCDMV Form Number	Source	Required or Conditional	Notes
Power of Attorney	NA	External	Conditional	Required if someone other than Carrier is conducting business on behalf of registrant
Proof of Insurance	NA	External	Required	Document must include insurance carrier, policy number, effective dates, and agent

Online Motor Carrier Services

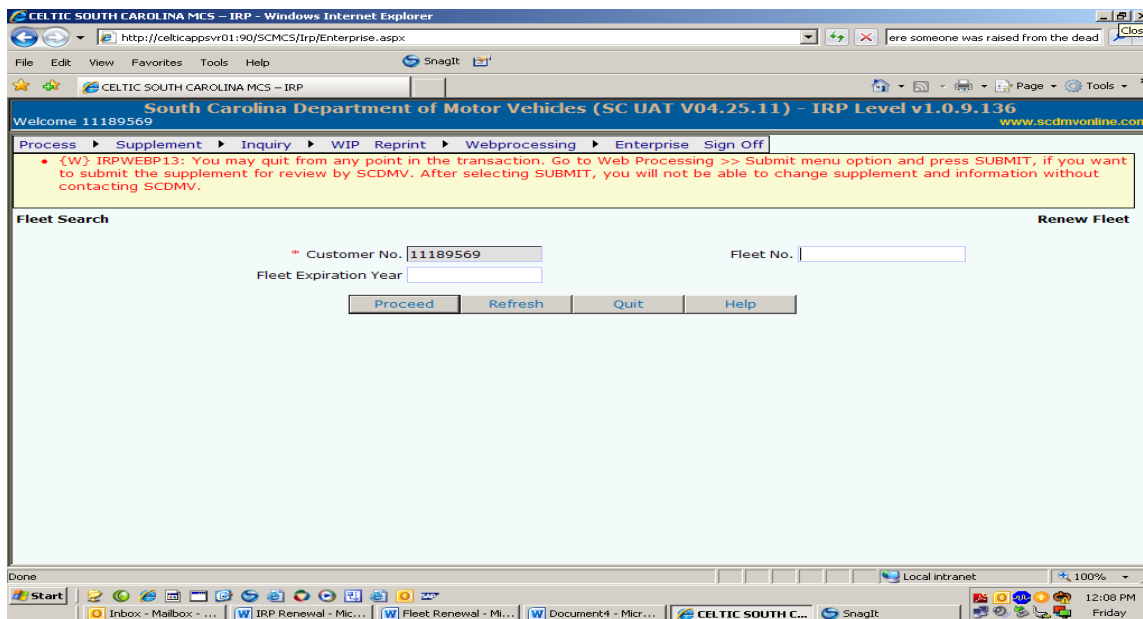


Step-by-Step

- Select RENEWAL from the supplement menu



- Customer No will default from log-in.
- Select PROCEED to display the Account screen.



Online Motor Carrier Services

- Select the blue underlined **Select** button for the Fleet Expiration Year that you want to renew.

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/IRP/Enterprise.aspx

CELTIC SOUTH CAROLINA MCS - IRP

Welcome 11189569

South Carolina Department of Motor Vehicles (SC UAT V04.25.11) - IRP Level v1.0.9.136

Process Supplement Inquiry WIP Reprint Webprocessing Enterprise Sign Off

Fleet Search

Customer No. 11189569 Fleet No. []

Fleet Expiration Year []

Proceed Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year
Select	11189569	1	9	2011
Select	11189569	1	9	2010
Select	11189569	1	9	2009
Select	11189569	1	9	2008
Select	11189569	1	9	2007
Select	11189569	1	9	2006
Select	11189569	1	9	2005

After reviewing the account information MCS will verify the Carrier's status through CVIEW using the Account Level USDOT No. and TIN

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/IRP/Enterprise.aspx

CELTIC SOUTH CAROLINA MCS - IRP

Welcome 11192598

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

(W) IRPGEN275: CENSUS/MCS TIN is different. CENSUS:[0] - MCS:[570889141]

Customer Details

TIN 570889141 Customer No. 11192598 USDOT No. 00581895 Customer Status ACTIVE

Business Customer Details

Business Name LARRY THURSTON Contact Name [] Email ID []

Phone No. [] Fax No. []

Physical Address Mailing Address

Street1 606 BAGWELL RD Street2 []

City PIEDMONT Jurisdiction SC-SOUTH CAROLINA

Zip Code 296738483 County 4 Country US

IRP Account Details

IRP Account Status ACTIVE E-mailer Indicator []

Proceed Refresh Quit Cancel Help

- A hard error or warning message may be displayed, based upon the CVIEW status
- If a hard error is generated, the customer must contact MCS
- If there are no errors, Select PROCEED to display the Account Verification screen

Online Motor Carrier Services

The screenshot displays the Celtic South Carolina MCS - IRP web application in a Windows Internet Explorer browser. The page title is "South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137". The URL is "http://celticappsvr01:90/SCMCS/Irp/Enterprise.aspx". The page shows a "Welcome 11192598" message and a navigation bar with tabs: Account, Fleet, Distance, WgtGroup, Vehicle, Billing, Payment, MainMenu, and Inquiries. The "Account" tab is selected, showing the "Customer Details Verification" screen. The screen displays the following information:

Customer Details Verification		Renew Fleet	
TIN: 570889141	Customer No.: 11192598	USDOT No.: 00581895	Customer Status: ACTIVE
Business Customer Details			
Business Name: LARRY THURSTON	Contact Name:	Email ID:	
Phone No.:	Fax No.:		
Physical Address			
Street1: 606 BAGWELL RD	Street2:		
City: PIEDMONT	Jurisdiction: SC-SOUTH CAROLINA		
Zip Code: 29673-8483	County: 4	Country: US	
Mailing Address			
Street:	Street2:		
City:	Jurisdiction:		
Zip Code:	Country:		
IRP Account Details			
IRP Account Status: ACTIVE	E-mailer Indicator:	<input type="checkbox"/>	
Proceed Back			

- Select PROCEED to update the account information and proceed to the Fleet Detail screen.

- Select PROCEED to update the account information and proceed to the Fleet Detail screen.

****Reminder**** A hard error or warning message may be displayed, based upon the CVIEW status.

The Carrier can update certain fleet profile information during renewals such as DBA name, address, and fleet type/commodity class as described below.

Online Motor Carrier Services

CEL TIC SOUTH CAROLINA MCS – IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/Trp/Enterprise.aspx

File Edit View Favorites Tools Help SnagIt

CEL TIC SOUTH CAROLINA MCS – IRP

Welcome 17834830

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Fleet Details

Customer No. 17834830 Registrant Name COX WOOD PRESERVING CO INC

Fleet No. 1 TIN 570340323 USDOT No. 00063145

* Fleet Type PRIVATE * Commodity Class ALL * Fleet Status ACTIVE

* Fleet Eff. 06/01/2011 * Fleet Exp. 05/31/2012 First Operated 11/04/1999

DBA Name COX WOOD PRESERVING COMF * Contact Name BETTY A DUKES Email ID

* Phone No. 803 - 534 - 7467 Ext. Fax No.

* Insurance Company TRAVELERS INS CO * Policy No. Y8106113A768COF09

Use IFTA Distance ☒ Wyoming Indicator ☐ Change Vehicle Insurance Company ☒

Physical Address Mailing Address Shipping Address Reporting Service Power of Attorney

* Street 1 860 CANNON BRIDGE RD Street 2

* City ORANGEBURG * Jurisdiction SC-SOUTH CAROLINA

* Zip Code 291157284 * County 38 Country US

Proceed Override Cancel Refresh Quit Help

The fleet information will be pre-populated with the information from the previous year with the exception of the Carrier's name, USDOT no and TIN.

The following fields can be changed:

- **Fleet Type** – Select one of the fleet types from the drop down list provided
- **Commodity Class** - After selecting a Fleet Type, the user will select a Commodity class from the drop down list provided
- **Doing Business As (DBA)** – if there is a DBA enter the name here
- **Contact Name**
- **Email ID**
- **Phone number and extension**
- **Fax number**
- **Insurance Company**
- **Policy No.**
- **Use IFTA Distance** – If checked, the system will utilize IFTA miles to pre-populate the mileage schedule at renewal time

Online Motor Carrier Services

- **Wyoming Indicator**
- **Physical Address** – Must be located in South Carolina
- **Mailing Address** – If different from the Physical address
- **Shipping Address** – If different from the Mailing address
- **Reporting Service** – If it has changed from the previous year
- **Power of Attorney** – If it has changed from the previous year
- **Comments** – these comments will be displayed on the Fleet Inquiry Screen

The following information will default based on the renewal period (12 months) and cannot be changed:

- **Fleet Effective Date**
Will be defaulted to the effective date for the next year registration period
- **Fleet Expiration Date**
Will be defaulted to the expiration date for the next year registration period
- **First Operated Date**
Will be defaulted from the previous year

Reviewing and/or Updating Carrier Information:

- o Review the fleet information
- o Update the values, as necessary

Online Motor Carrier Services

- o Select PROCEED to display the Fleet Verification screen

The screenshot shows the 'Fleet Details Verification' screen in the SCDMV online portal. The browser window title is 'CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer'. The URL is 'http://celticappsrv01:90/SCMCS/Irp/Enterprise.aspx'. The page header includes 'South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137' and 'Welcome 17834830'. The page has a navigation bar with tabs: Account, Fleet, Distance, WgtGroup, Vehicle, Billing, Payment, MainMenu, and Inquiries. The 'Fleet Details Verification' section contains the following information:

Customer No.:	17834830	Registrant Name :	COX WOOD PRESERVING CO INC		Renew Fleet
Fleet No. :	1	TIN :	570340323	USDOT No. :	00063145
Fleet Type :	PRIVATE	Commodity Class :	ALL	Fleet Status :	ACTIVE
Fleet Eff. :	06/01/2011	Fleet Exp. :	05/31/2012	First Operated :	11/04/1999
DBA Name :	COX WOOD PRESERVING COMPANY I		Contact Name :	BETTY A DUKES	Email ID :
Phone No. :	803-534-7467		Ext :		Fax No. :
Insurance Company Name :	TRAVELERS INS CO		Policy No. :	Y8106113A768COF09	
Use IFTA Distance :	<input checked="" type="checkbox"/>		Wyoming Indicator :	<input type="checkbox"/>	
Change Vehicle Insurance Company :		<input checked="" type="checkbox"/>			

Below the fleet details, there are tabs for Physical Address, Mailing Address, Shipping Address, Reporting Service, and Power of Attorney. The Physical Address tab is selected, showing:

Street 1 :	860 CANNON BRIDGE RD	Street 2 :		
City :	ORANGEBURG	Jurisdiction :	SC-SOUTH CAROLINA	
Zip Code :	29115-7284	County :	38-ORANGEBURG	Country : US

At the bottom of the form, there are two buttons: 'Proceed' and 'Back'.

****NOTE**** Addresses will be verified through Phoenix address validation process.

- If the address is invalid, an error message will display

The user will have the ability to override the address, if it is validated by the Carrier by selecting OVERRIDE

The Carrier's status is verified through CVIEW via the USDOT NO and TIN associated with the fleet.

- Based upon the status, the user will receive a hard error which may be overridden by an administrator, if necessary or if a warning message appears
- If a hard error is received and the override does not meet SCDMV's business requirements, the Carrier should cancel the supplement and resolve the issue.
- Select PROCEED to update the fleet information and proceed to the Distance Detail screen.

Online Motor Carrier Services

CEL TIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/Irp/Enterprise.aspx

File Edit View Favorites Tools Help

CEL TIC SOUTH CAROLINA MCS - IRP

Welcome 11192618

South Carolina Department of Motor Vehicles (SCUAT V05.19.11) - IRP Level v1.0.9.137

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

IRPFLT01: Renewal fleet has been generated

Distance Details Renew Fleet

Customer No. 11192618 Fleet No. 1 Registrant Name KELLY ROGER M
Expiration Month/Year 5/2012 Supplement No. 0 Supplement Desc. RENEW FLEET
Estimated Distance Chart ☒ No. of Vehicles 2 Override Contiguous Jur. ☐
Estimated Distance [Show Map](#)
Actual Distance
Total Fleet Distance
Jurisdiction List -- Select --
Distance Type A
Jurisdiction Add
No. of Jurisdictions Add Blank

<input type="checkbox"/>	Jur	Distance	Type	Month	Year	Percent	<input type="checkbox"/>	Jur	Distance	Type	Month	Year	Percent
<input type="checkbox"/>	DC	0	N	6	2009	0.00000	<input type="checkbox"/>	DE	0	N	6	2009	0.00000
<input type="checkbox"/>	FL	0	N	6	2009	0.00000	<input type="checkbox"/>	GA	93239	A	6	2009	0.00000
<input type="checkbox"/>	MA	0	N	6	2011	0.00000	<input type="checkbox"/>	MD	68	N	6	2009	0.00000
<input type="checkbox"/>	NC	26317	A	6	2009	0.00000	<input type="checkbox"/>	PA	608	N	6	2009	0.00000
<input type="checkbox"/>	SC	95676	A	6	2009	0.00000	<input type="checkbox"/>	VA	2860	A	6	2009	0.00000

Proceed Remove Refresh Quit Help

Local intranet 75%

Start

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Add Jurisdiction Distance:

At fleet renewal time the jurisdiction distance can be actual, estimated, or no-travel intended. The South Carolina miles must be included. The screen will pre-populate information based on fleet information.

- If IFTA miles are selected and are available for the required period, IFTA miles will be pre-populated in the miles
- At a minimum, the screen will be pre-populated with jurisdiction and mileage types from the previous year. The user should do the following to provide the mileage for the registration year:
 - From the Distance screen:
 - ✓ Enter the total fleet miles at the top of the screen to be used for Validation
 - For each jurisdiction provided:
 - ✓ Review the mileage type and set to either A (Actual), E (Estimated) or N (No travel intended)
 - ✓ For Actual provide the mileage
 - ✓ For Estimated, if the mileage chart is being used, select the indicator and set the number of vehicles
- To add additional jurisdictions:
 - ✓ Select the jurisdiction (from the list or the map)
 - ✓ Enter the distance
 - ✓ Select the distance type
 - ✓ Select ADD to add the jurisdiction

Online Motor Carrier Services

- If the estimated mileage chart is being used, the user must validate the number of vehicle and change as required for the renewal.

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsvr01:90/SCMCS/Irp/Enterprise.aspx

File Edit View Favorites Tools Help SnagIt

CELTIC SOUTH CAROLINA MCS - IRP

Welcome 17834830 South Carolina Department of Motor Vehicles (SCUAT V05.19.11) - IRP Level v1.0.9.137 www.scdmsonline.com

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

• IRPMLG12: Jurisdictions are not contiguous[CA]

Distance Details

Customer No. 17834830 Fleet No. 1 Registrant Name COX WOOD PRESERVING CO INC
Expiration Month/Year 5 / 2012 Supplement No. 0 Supplement Desc. RENEW FLEET
Estimated Distance Chart ☒ No. of Vehicles 5 Override Contiguous Jur. ☐
Estimated Distance 0 Actual Distance 415,223 Total Fleet Distance 415,223
Jurisdiction List -- Select --
Distance -- Type A --
Jurisdiction -- Add
No. of Jurisdictions -- Add Blank

[Hide Map](#)

Jur	Distance	Type	Month	Year	Percent	Jur	Distance	Type	Month	Year	Percent
AL	1743	N	6	2009	0.00000	CA	8000	A	6	2011	0.00000
DE	44	N	6	2009	0.00000	FL	8871	N	6	2009	0.00000
GA	42781	N	6	2009	0.00000	KV	370	N	6	2009	0.00000
LA	0	N	6	2009	0.00000	MD	490	N	6	2009	0.00000
MS	221	N	6	2009	0.00000	NC	67302	A	6	2009	0.00000
PA	72	N	6	2009	0.00000	SC	334803	A	6	2009	0.00000
TN	7617	N	6	2009	0.00000	VA	5118	A	6	2009	0.00000

Start

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- When all the jurisdiction information is updated, select PROCEED to:
 - Perform edits including verifying contiguous jurisdictions
 - Calculate percentages, and populate estimated distance, if no errors necessary.

Online Motor Carrier Services

- Display verification screen

Distance Details Verification

Customer No. : 17834830
Fleet No. : 1
Supplement No. : 0
Estimated Distance Chart : Y
No. of Vehicles : 5
Override Contiguous Jur. : N

Registrant Name : COX WOOD PRESERVING CO INC
Expiration Month / Year: 5 / 2012
Supplement Description : RENEW FLEET
1st Year Distance (E1) : 0
2nd Year Distance (E2) : 0
Actual Distance : 407,223
Total Fleet Distance : 407,223

Jur	Distance	Type	Month	Year	Percent	Jur	Distance	Type	Month	Year	Percent
AL	1,743	N	6	2009	0.00000	DE	44	N	6	2009	0.00000
FL	8,871	N	6	2009	0.00000	GA	42,781	N	6	2009	0.00000
KY	370	N	6	2009	0.00000	LA	0	N	6	2009	0.00000
MD	490	N	6	2009	0.00000	MS	221	N	6	2009	0.00000
NC	67,302	A	6	2009	16.52700	PA	72	N	6	2009	0.00000
SC	334,803	A	6	2009	82.21600	TN	7,617	N	6	2009	0.00000
VA	5,118	A	6	2009	1.25700	WV	0	N	6	2009	0.00000
					Total Percentage	100.00000					

Proceed Back Back With Refresh

- On the validation screen, any jurisdiction in **RED**, is calculating over 100% and should be reviewed.
- If the distance is correct, select PROCEED to display the Weight Group Selection screen.

Online Motor Carrier Services

Update Weight Group:

The Carrier should do the following to update a weight group for the registration year from the Weight Group Selection screen:

- View/Update the weight for any existing weight group
- Select the weight group to process, by selecting the SELECT link next to the weight group number

The screenshot shows the 'Weight Group Selection Details' screen. At the top, a message states: 'IRPMLG13: Renewal distance has been generated'. Below this, the 'Weight Group Selection Details' section includes fields for Customer No. (17834830), Fleet No. (1), Registrant Name (COX WOOD PRESERVING CO INC), Fleet Expiration Month / Year (5 / 2012), Supplement No. (0), and Supplement Desc. (RENEW FLEET). A 'Renew Fleet' link is visible. Below the details is a table titled '* Weight Group List *' with columns: Wgt.Group No., Wgt.Group Type, Base Jur Wgt, and Max.Gross Weight. The table contains one row with Wgt.Group No. 800, Wgt.Group Type P-Power Unit, Base Jur Wgt 80000, and Max.Gross Weight 80000. A 'Select' link is next to the weight group number. At the bottom of the table are buttons: Add Wgt Grp, Done, Cancel, and Quit.

The screenshot shows the 'Fleet Weight Group Details' screen. It includes fields for Customer No. (17834830), Fleet No. (1), Registrant Name (COX WOOD PRESERVING CO INC), Fleet Expiration Month / Year (5 / 2006), Supplement No. (0), Supplement Desc. (RENEW FLEET), Weight Group No. (800), Weight Group Type (P-Power Unit), and Max. Gross Weight (80,000). A 'Renew Fleet' link is present. Below the details is a table titled 'List Of Jurisdictions And Weights' with columns: Jur, Weight, Jur, Weight, Jur, Weight, Jur, Weight. The table contains 24 rows of jurisdiction and weight data. At the bottom of the table are buttons: Proceed, GoToWgtGroupSelection, Cancel, Refresh, Quit, and Help.

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AL	75000	DE	80000	FL	80000	GA	80000
KY	80000	LA	80000	MD	80000	MS	80000
NC	80000	PA	80000	SC	80000	TN	80000
VA	80000	WV	80000				

- Update the weights required and select PROCEED for the verification screen

Online Motor Carrier Services

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/Irp/Enterprise.aspx

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CELTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome 17834830

Account Fleet Distance **WgtGroup** Vehicle Billing Payment MainMenu Inquiries

Fleet Weight Group Details Verification Renew Fleet

Customer No.: 17834830 Fleet No.: 1 Registrant Name: COX WOOD PRESERVING CO INC
Fleet Expiration Month / Year: 5/ 2006 Supplement No.: 0 Supplement Desc.: RENEW FLEET
Weight Group No.: 800 Weight Group Type: P-Power Unit Max. Gross Weight: 80000

"List Of Jurisdiction And Weights"

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AL	75000	DE	80000	FL	80000	GA	80000
KY	80000	LA	80000	MD	80000	MS	80000
NC	80000	PA	80000	SC	80000	TN	80000
VA	80000	WV	80000				

Proceed Back

Done

Local intranet

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Tuesday

- From the validation screen, select PROCEED to save the changes

Note: If no changes are required, select GOTOWGTGROUPSEL

Proceed GoToWgtGroupSelection Cancel Refresh Quit Help

Online Motor Carrier Services

Add new weight groups:

- Select ADD WGT GROUP

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome 17834830

Account Fleet Distance **WgtGroup** Vehicle Billing Payment MainMenu Inquiries

Weight Group Selection Details Renew Fleet

Customer No. 17834830 Fleet No. 1 Registrant Name COX WOOD PRESERVING CO INC
Fleet Expiration Month / Year 5 / 2012 Supplement No. 0 Supplement Desc. RENEW FLEET

#	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select	800	P-Power Unit	80000	80000
Select	805	P-Power Unit	80000	80000

Add Wgt Grp Done Cancel Quit

Select the base weight and enter the weight that is different than the selected base weight

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome 11192618

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Fleet Weight Group Details Renew Fleet

Customer No. 11192618 Fleet No. 1 Registrant Name KELLY ROGER M
Fleet Expiration Month / Year 5 / 2012 Supplement No. 0 Supplement Desc. RENEW FLEET
Weight Group No. 801 Weight Group Type P-Power Unit Max Gross Weight 80,000

Jur	weight	Jur	weight	Jur	weight
AL		AR		AZ	
CA		DC		DE	
FL		GA		IA	
ID		IL		IN	
KS		KY		LA	
MA		MD		MI	
MN		MO		MS	
MT		NC		ND	
NE		NV		OH	
OK		OR		PA	
SC		SD		TN	
TX		UT		VA	
WA		WI		WV	

Proceed GoToWgtGroupSelection Cancel Refresh Quit Help

- Select PROCEED to perform edits and display the verification screen.

Online Motor Carrier Services

CELSTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celsticappsrv01:90/SCMCS/IRP/Enterprise.aspx

gmail.com

File Edit View Favorites Tools Help

CELSTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome 11192618

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

{W} IRPWGTGRP09: Max gross weight already exists for same fleet

Fleet Weight Group Details Verification

Customer No: 11192618 Fleet No.: 1 Registrant Name: KELLY ROGER M
Fleet Expiration Month / Year: 5 / 2012 Supplement No.: 0 Supplement Desc.: RENEW FLEET
Weight Group No.: 801 Weight Group Type: P-Power Unit Max Gross Weight: 80000

List Of Jurisdiction And Weights

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AL	75000	AR	80000	AZ	80000	CA	80000
CO	80000	DC	80000	DE	80000	FL	80000
GA	80000	IA	80000	ID	80000	IL	80000
IN	80000	KS	80000	KY	80000	LA	80000
MA	80000	MD	80000	MI	80000	MN	80000
MO	80000	MS	80000	MT	80000	NC	80000
ND	80000	NE	80000	NM	80000	NV	80000
OH	80000	OK	80000	OR	80000	PA	80000
SC	80000	SD	80000	TN	80000	TX	80000
UT	80000	VA	80000	WA	80000	WI	80000
WV	80000	WY	80000				

Proceed Back

- Select PROCEED to return to the Weight Group Selection screen.

CELSTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celsticappsrv01:90/SCMCS/IRP/Enterprise.aspx

gmail.com

File Edit View Favorites Tools Help

CELSTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome 11192618

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Weight Group Selection Details

Customer No: 11192618 Fleet No.: 1 Registrant Name: KELLY ROGER M
Fleet Expiration Month / Year: 5 / 2012 Supplement No.: 0 Supplement Desc.: RENEW FLEET

Weight Group List *

	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select	800	P-Power Unit	80000	80000
Select	801	P-Power Unit	80000	80000

Add Wgt Grp Done Cancel Quit

- When you are finished with the changes or additions to weight groups, select DONE.

Process Vehicle

The vehicle processing on a renewal provides the ability to perform the following vehicle functions from the Previous Year:

- If one of the following supplements was added to the previous year after the renewal has been opened and is not invoiced, the supplement information can be automatically updated in the renewed fleet by selecting **UPDATE FROM THE PREVIOUS YEAR**:

☐ Delete Vehicle ☐ Replace Plate

- If the renewal is paid, the supplement will need to be repeated in the renewal.

- If the renewal is invoiced but not paid, cancel the bill and select **UPDATE FROM THE PREVIOUS YEAR** from the Vehicle Processing screen.

- Check Registration

- **Check Registration** should be executed when the renewal is initially created, especially for the first renewal of a converted fleet. This process will verify that all active vehicles that are associated with the renewal have a registration record in Phoenix.

- A warning will be generated for each vehicle that does not have a Phoenix registration record

- The Carrier should notify MCS Helpdesk and a registration record must be created in Phoenix prior to renewing the fleet

- If the registration record is not created in Phoenix, the vehicle should be deleted from the renewal.

- Change/Amend an existing vehicle

- Delete a vehicle from the fleet

Online Motor Carrier Services

Note: The Carrier can return to the account, fleet, distance, or weight group process by selecting the tab at the top of the screen at any time before invoicing.

CELSTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celsticappsvr01:90/SCMCS/IRP/Enterprise.aspx

File Edit View Favorites Tools Help

CELSTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome 17834830

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Registration Check is completed successfully.

Renewal Vehicle Processing

Customer No. 17834830 Registrant Name COX WOOD PRESERVING CO INC Renew Fleet

Fleet No. 1 Expiration Month / Year 5 / 2012

Added Vehicles : 0 Deleted Vehicles : 0

Amended Vehicles : 0 Renewed Vehicles : 5

Supplement No. 0 Supplement Desc. RENEW FLEET

ADD VEHICLE CHANGE FLEET VEHICLE DELETE VEHICLE

Proceed Update from Previous year Check Registration Done Cancel Quit

UPDATE FROM PREVIOUS YEAR (if required) and **CHECK REGISTRATION** should be executed prior to making adjustments to existing vehicles or continuing with the renewal.

- If no changes are required to any vehicle select **DONE** to proceed to billing.

Online Motor Carrier Services

To change a vehicle:

- The Carrier can select **CHANGE FLEET VEHICLE** and then select **PROCEED** and to display the Vehicle Detail screen.

Phoenix Options Links Help
Phoenix Menu Maintain Customer Motor Carrier Services

South Carolina Department of Motor Vehicles (DEV V12.29.09) - IRP Level v6.0.0.100
Welcome PIERCE_DEBORAH

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Change Vehicle - Fee Related Renew Fleet

Change Vehicle Details

Unit No. VIN Plate No. Find

Account Data 002 1FTYW90R4PVA9000
001 1HTSDAAN6RH596472

Customer No. 1790032 Fleet No. 1 Registration Name LA SMITH & CO No. of Vehicles 2
Expiration Month / Year 12 2010 Supplement No. 0 Description RENEW FLEET Supp. Eff. Date 01/01/2010

Vehicle Details

Unit No. Owner Body Style
Year Make Fuel Type
Seats Axes Combine Axes
Title No. VIN Title State SC-SOUTH CAROLIN
Factory Price Unladen Wgt. Weight Group No.
Purchase Price Purchase Date Other Date
Property Tax - Owner TIN Property Tax Owner Name Financial Lessee
Override Late Penalty 45 Days TEAR Ind. Plate
Insurance Company CENTRAL INSURANCE Policy No. 7548523

Documentation Requirements for Administrative and Fee Calculation

Colorado Distance N DT Special Truck N MCO Provided N Colorado Trailer N

Documentation Requirements for Vehicle Licensing

2290 O-OUTSTANDING MCO-150 O-OUTSTANDING Is the Lease Expected to Change? ☐
USDOT No. 914323 TIN 570996367 USDOT Name

Comments

- The user can select the vehicle to change by selecting either the Unit number, VIN, or plate number
- Once the vehicle is selected, the existing vehicle information will display.
- The user should update the information as necessary for renewal
- Once the information is changed, select **PROCEED** to perform edits. If the vehicle information passes the edits, the Vehicle Details Verification screen will display
- From the Verification screen, review the vehicle information and select **PROCEED** to save the changes on the vehicle.
 - The user can select the vehicle to change by selecting either the Unit number, VIN, or plate number

Online Motor Carrier Services

- Once the vehicle is selected, the existing vehicle information will display.
- The user should update the information as necessary for renewal
- Once the information is changed, select PROCEED to perform edits. If the vehicle information passes the edits, the Vehicle Details Verification screen will display
- From the Verification screen, review the vehicle information and select PROCEED to save the changes on the vehicle

Online Motor Carrier Services

To delete a vehicle from the fleet:

- The user can select DELETE VEHICLE and then select PROCEED to display the Delete Vehicle screen. This is a list of all the active vehicles in the fleet that have not been updated during the renewal process.

Phoenix Options Links Help
Phoenix Menu Maintain Customer Motor Carrier Services

South Carolina Department of Motor Vehicles (DEV V12.29.09) - IRP Level v6.0.0.100
Welcome PIERCE_DEBORAH

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Delete Equipment Renew Fleet

Account Details

Customer No. 17908532 Fleet No. 1 Registrant Name LA SMITH & CO
Expiration Month / Year 12/2010 Supplement No. 0 Supplement Desc RENEW FLEET Deleted Vehicles 0
Unit No. VIN Plate No. Find

List of Active Vehicles

[First Page] [Previous Page] [Next Page] [Last Page]
Page 1 of 1

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input type="checkbox"/>	001	1HTSDAAN6RH596472	P769376				
<input type="checkbox"/>	002	1FTYW90R4PVA9000	P769377				

Proceed Done Cancel Del Veh Refresh Quit Help

- To select a vehicle to delete, check the box next to the unit number you want to delete.
- For each delete vehicle the following information must be provided:
 - Indicate if the plate is returned – either Y (Yes) or N (No)
 - Deletion reason
 - Deletion date
 - A comment may be provided as necessary

Online Motor Carrier Services

- Once you have selected all the vehicles you want to delete, select PROCEED to display the verification screen. The verification screen will only display those vehicles you have deleted.
- Select PROCEED to save the information.
- Select PROCEED to save the information.
- Select DONE after completing all deletions and the Vehicle Processing screen will redisplay.

Online Motor Carrier Services

To change/cancel information on vehicles already having been processed during the renewal:

To change/cancel a previously “modified” vehicle – includes added, deleted or changed vehicles:

- The Carrier should select VEH LIST to display a list of vehicles that have been changed or deleted

Phoenix Options Links Help
Phoenix Menu Maintain Customer Motor Carrier Services

South Carolina Department of Motor Vehicles (DEV V12.29.09) - IRP Level v6.0.0.100
Welcome PIERCE_DEBORAH

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Renewal Vehicle Processing Renew Fleet

Customer No. 17908532 Registrant Name LA SMITH & CO
Fleet No. 1 Expiration Month / Year 12 2010
Added Vehicles : 0 Deleted Vehicles : 0
Amended Vehicles : 2 Renewed Vehicles : 2
Supplement No. 0 Supplement Desc. RENEW FLEET

☐ ADD VEHICLE ☐ CHANGE FLEET VEHICLE ☐ DELETE VEHICLE

Proceed Update from Previous year Check Registration Done Veh List Quit

- The user should select the vehicle to be changed/cancelled, by selecting the SELECT link next to the unit number.

When a vehicle is selected, the vehicle information will display on the Vehicle Details screen. The user can do one of the following actions:

- If the vehicle was deleted from the renewal, the Vehicle Details screen will be protected and the only action you can take is to CANCEL which will add the deleted vehicle back on the renewal.
- If the vehicle was added or changed, from the vehicle screen the user can either make additional changes or cancel.

Online Motor Carrier Services

- To make changes, update the information and select PROCEED and then select PROCEED from the verification screen to save the changes
- To cancel an added vehicle from the renewal, select CANCEL VEHICLE to delete the vehicle from the renewal
- To cancel a modified vehicle from the renewal, select CANCEL and the vehicle will be processed on the renewal as a no-change vehicle. It will be processed with the same information as the previous year

PROCESS TO UPLOAD DOCUMENTS (2290 AND MCS 150)

The following steps explain how to upload documents.

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137
www.scdmvonline.com

Welcome 17 1689

Process Supplement Inquiry WIP Reprint Webprocessing Enterprise Sign Off

Web Processing

Customer No. 17911689 Fleet No. Fleet Expiration Year

Supplement No. Status Pending

Upload File Browse

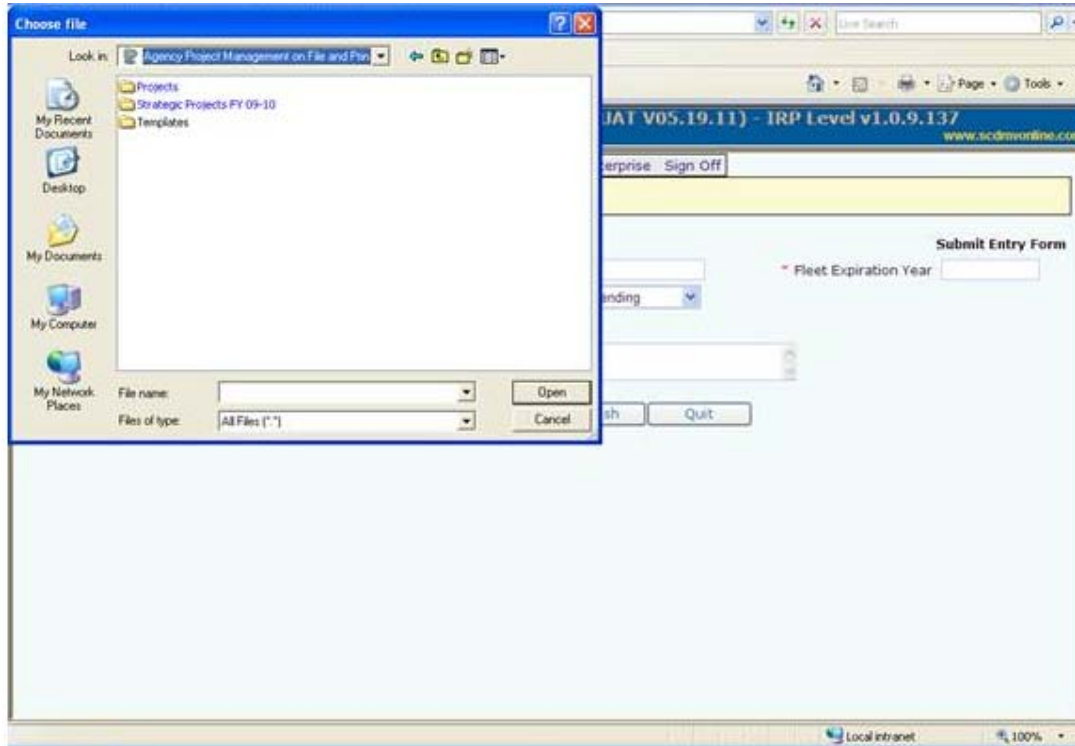
Comment

Submit View List Refresh Quit

Local intranet 100%

On the Webprocessing screen, select **Browse**.

Online Motor Carrier Services



Select the name of the file where you saved your documents.

A screenshot of the South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137 web application. The page shows a "Web Processing" section with the following fields: "Customer No." (17911689), "Supplement No." (1), "Fleet No." (1), "Fleet Expiration Year" (2011), and "Status" (Pending). There is an "Upload File" field with a "Browse" button and a "Comment" field containing "452A". The "Submit Entry Form" button is visible. A message at the top states: "IRPWEBP03: Only JPG, PDF, DOC or DOCX files can be uploaded." The page also includes a "Process" menu with options: Supplement, Inquiry, WIP, Reprint, Webprocessing, Enterprise, Sign Off.

Select **Submit**.

Note: You may enter any comments in the comment field for MCS.

Online Motor Carrier Services

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137
Welcome 17911689 www.scdmvonline.com

Process ▶ Supplement ▶ Inquiry ▶ WIP Reprint ▶ Webprocessing ▶ Enterprise Sign Off

Web Processing Submit Entry Form

* Customer No. 17911689 * Fleet No. * Fleet Expiration Year
* Supplement No. Status Pending
Upload File Browse...
Comment

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)
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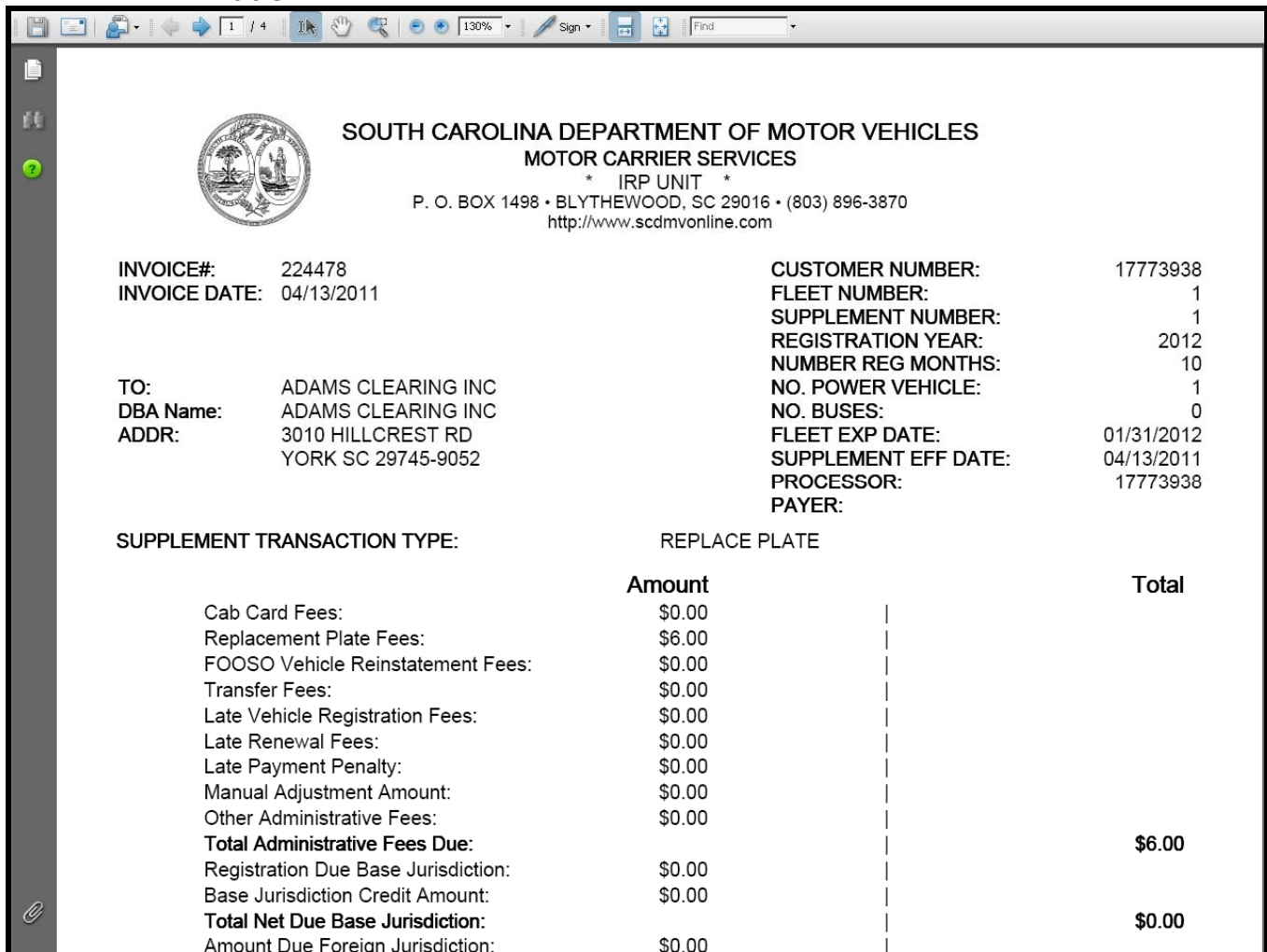
Customer No.	Fleet No.	Flt Exp Yr	Flt Exp Mm	Supp No.	Submit Date	Status	Comment	Uploaded File Path
17911689	1	2011	12	3	06-03-2011	PEN	452A	D://MCSTMPFILES\IRP\WEBPROCESSINGFILES\DOC1.DOC

WebProcessingSubmitPendingForm.aspx Local intranet 100%

Select **"Proceed"** and the invoice will populate.

Online Motor Carrier Services

The invoice will calculate fees, credit applied and net amount due.



The screenshot shows a web browser window displaying the South Carolina Department of Motor Vehicles Motor Carrier Services online invoice. The page includes the department's logo, name, and contact information. The invoice details are as follows:

INVOICE#: 224478	CUSTOMER NUMBER: 17773938
INVOICE DATE: 04/13/2011	FLEET NUMBER: 1
	SUPPLEMENT NUMBER: 1
	REGISTRATION YEAR: 2012
	NUMBER REG MONTHS: 10
TO: ADAMS CLEARING INC	NO. POWER VEHICLE: 1
DBA Name: ADAMS CLEARING INC	NO. BUSES: 0
ADDR: 3010 HILLCREST RD	FLEET EXP DATE: 01/31/2012
YORK SC 29745-9052	SUPPLEMENT EFF DATE: 04/13/2011
	PROCESSOR: 17773938
	PAYER:

SUPPLEMENT TRANSACTION TYPE: REPLACE PLATE

	Amount	Total
Cab Card Fees:	\$0.00	
Replacement Plate Fees:	\$6.00	
FOOSO Vehicle Reinstatement Fees:	\$0.00	
Transfer Fees:	\$0.00	
Late Vehicle Registration Fees:	\$0.00	
Late Renewal Fees:	\$0.00	
Late Payment Penalty:	\$0.00	
Manual Adjustment Amount:	\$0.00	
Other Administrative Fees:	\$0.00	
Total Administrative Fees Due:		\$6.00
Registration Due Base Jurisdiction:	\$0.00	
Base Jurisdiction Credit Amount:	\$0.00	
Total Net Due Base Jurisdiction:		\$0.00
Amount Due Foreign Jurisdiction:	\$0.00	

Depending on how the carrier selected the electronic delivery type will depend on how the carrier receives the invoice. Example, if the carrier selected the "PDF" file, the carrier can select the "Save" command and save the invoice. If the carrier had selected the "Print" command the invoice would print automatically. Select the "X" in the upper right hand corner to close the invoice.



Exercise

Process a renewal for the provided account number.

Online Motor Carrier Services

Replace Plate



Discussion...

A carrier or service provider will be able to request a replacement for a lost plate if the plate has been lost, stolen, or damaged. In order to request a lost plate the vehicle must already be registered with an existing fleet in MCS. The carrier must complete a form 452-A (Lost or Stolen Plate affidavit). The form can be located on the www.scdmvmonline.com web site. The carrier will be required to upload the 452A form through Web Processing to MCS. The old plate must be surrendered if not lost or stolen; however, if the plate is missing the carrier must make a notation on the form 452A. When replacing the plate in MCS there will be a place to mark if the old plate has been surrendered during the Replace Plate supplement. The USDOT number must match the carriers name and be in good standing.



Step-by-Step

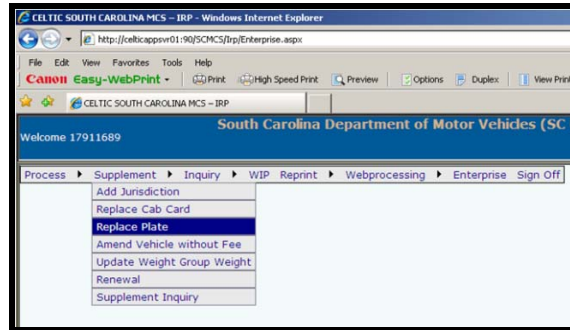
Select IRP from the Enterprise screen once the carrier logs into the website.



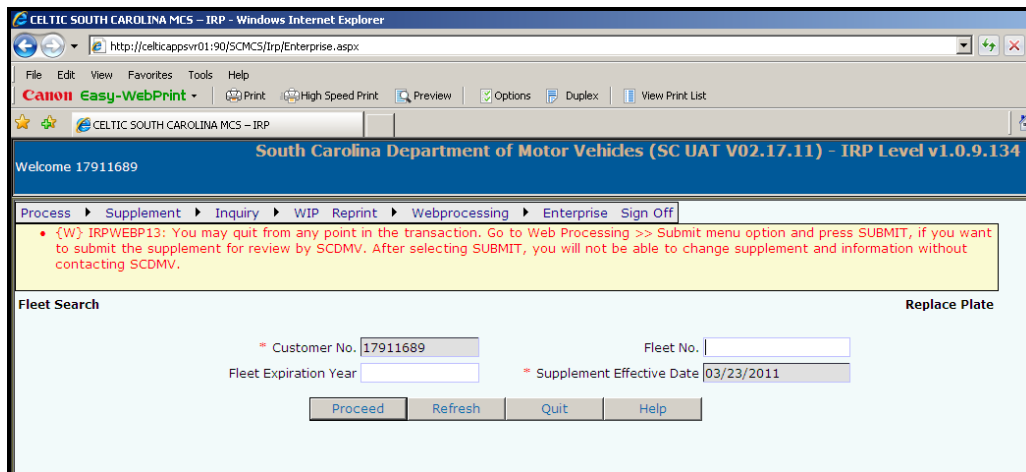
The IRP screen will display. The carrier must select the application requested.

“Supplement” function the carrier can select “Replace Plate”.

Online Motor Carrier Services



Select the "Replace Plate" supplement. The "Fleet Search" screen will display. The carriers Customer number and Supplement Effective date will display. Select "Proceed" to display the "Replace Plate Vehicle Selection Details" screen.



Once the carrier selects the "Proceed" command button the Fleet Search/Replace Plate screen displays. Select the current Fleet expiration date.

Online Motor Carrier Services

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/Trp/Enterprise.aspx

File Edit View Favorites Tools Help

Canon Easy-WebPrint Print High Speed Print Preview Options Duplex View Print List

CELTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome 17911689

Process Supplement Inquiry WIP Reprint Webprocessing Enterprise Sign Off

Fleet Search Replace Plate

Customer No. 17911689 Fleet No.

Fleet Expiration Year Supplement Effective Date 03/23/2011

Proceed Refresh Quit Help

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Page 1 of 1

Select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year
Select	17911689	1	12	2011
Select	17911689	1	12	2010
Select	17911689	1	12	2009
Select	17911689	1	12	2008
Select	17911689	1	12	2007
Select	17911689	1	12	2006
Select	17911689	1	12	2005

The Fleet Search/Vehicle Details/Account Details screen will display. Select the vehicle(s) for the replace plate by selecting the check box beside the vehicle(s) the carrier is requesting replacement plates for.

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

http://celticappsrv01:90/SCMCS/Trp/Enterprise.aspx

File Edit View Favorites Tools Help

Canon Easy-WebPrint Print High Speed Print Preview Options Duplex View Print List

CELTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome 17911689

Vehicle Billing Payment Main Menu Inquiries

Fleet Search Replace Plate

Vehicle Details

Account Details

Customer No. 17911689 Fleet No. 1 Registrant Name LCR CONSTRUCTION INC

Expiration Month / Year 12 / 2011 Supplement No. 4 Supplement Desc Replace Plate Vehicle Processed 0

Unit No. VIN Plate Find

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 1

	Unit No.	VIN	Plate
<input type="checkbox"/>	1	1M1AA18Y9XW107363	P712245
<input type="checkbox"/>	2	1M1AJ06Y66N005200	P711680
<input type="checkbox"/>	5	1M2AA18Y8XW114669	P715197

Proceed Check Registration Done Refresh Cancel Quit Veh List Help

Online Motor Carrier Services

The Next and Previous buttons are for paging through a vehicle list if the fleet has a large number of vehicles or the carrier can enter the Unit No., VIN or Plate number and select "FIND". Once the vehicle information is retrieved the vehicle will display in the list.

Once the vehicle has been identified select "Proceed" to display a screen with the selected vehicle(s).

NOTE: The carrier should always SELECT the "CHECK REGISTRATION" command button in order to verify the registration.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome 17911689

Vehicle | Billing | Payment | MainMenu | Inquiries

Fleet Search

Vehicle Details Replace Plate

Account Details

Customer No. 17911689 Fleet No. 1 Registrant Name LCR CONSTRUCTION INC

Expiration Month / Year 12 2011 Supplement No. 4 Supplement Desc Replace Plate Vehicle Processed 0

Unit No.	VIN	Plate	Reason	FeeOverride	Plate
1	1M1AA18Y9XW107363	P712245	Lost	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Proceed Refresh Back

The carrier will be required to select a reason from the "Reason" drop down box when requesting a replace plate. A reason must be selected for each vehicle the carrier is requesting a replace plate for. Select "Proceed".

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome 17911689

Vehicle | Billing | Payment | MainMenu | Inquiries

Fleet Search

Vehicle Details Replace Plate

Account Details

Customer No. 17911689 Fleet No. 1 Registrant Name LCR CONSTRUCTION INC

Expiration Month / Year 12 2011 Supplement No. 4 Supplement Desc Replace Plate Vehicle Processed 1

Unit No. VIN Plate Find

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 1

Unit No.	VIN	Plate
<input type="checkbox"/> 2	1M1AJ06Y66N005200	P711680
<input type="checkbox"/> 5	1M2AA18Y8XW114669	P715197

Proceed Check Registration Done Refresh Cancel Quit Veh List Help

Online Motor Carrier Services

Once "Proceed" has been selected a screen will display showing other vehicles the carrier owns. This screen will allow the carrier to select another vehicle if needed. Select "Done" if the carrier has selected the vehicle(s) needing a replace plate.

If the carrier chooses to cancel a previous selected vehicle, select the "VEH LIST" to display a list of vehicles processed during this supplement. Select the vehicle you want to cancel from this supplement and the system will automatically display the vehicle information. If you want to cancel this vehicle, select CANCELVEHICLE.

If the carrier does not need to cancel a previous selected vehicle, once the carrier selects "Done" the billing screen will display.

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134

Welcome 17911689

Vehicle Billing Payment MainMenu Inquiries

Billing Details

Customer No. 17911689 Registrant Name LCR CONSTRUCTION INC

Fleet No. 1 Expiration Month / Year 12/2011

Reg. Months 10 No. of Vehicles 1

Supplement No. 4 Supplement Desc. REPLACE PLATE

Supplement Status 0 Supplement Status Desc. OPEN

Supplement Effective Date 03/23/2011 *Invoice Date 03/23/2011

* Application Receipt Date 03/23/2011 Payment Date

IRP Fee Cab Card Fee Waive ☐

Replace Plate Fee Waive ☐ OOS Reinstatement Fee Waive ☐

Plate Transfer Fee Waive ☐ Late Vehicle Registration Fee Waive ☐

Late Renewal Registration Fee Waive ☐ Credit Applied

Total Due Manual Adj. Base Jur.

Net Amount Due

45 Days TEAR Ind ☐

Proceed Refresh Quit Help

From the Billing Details screen the carrier must review the request and select "Proceed".

Note: If a plate request needs to be reviewed or updated, select the VEHICLE tab and proceed as previously instructed.

The carrier must select the 45 day TEAR check box for a temporary evidence apportioned registration. Select Proceed.

Select "Proceed" and the fees will calculate and display on the billing details screen. The Billing Details screen will indicate the fees calculated for the change, the amount of credit applied and the net amount due.

Online Motor Carrier Services

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer
http://celticappsvr01:90/SCMCS/Irp/Enterprise.aspx

File Edit View Favorites Tools Help
Canon Easy-WebPrint Print High Speed Print Preview Options Duplex View Print List

CELTIC SOUTH CAROLINA MCS - IRP

South Carolina Department of Motor Vehicles (SC UAT V02.17.11) - IRP Level v1.0.9.134
Welcome 17911689

Vehicle **Billing** Payment MainMenu Inquiries

Billing Details Replace Plate

Customer No.	17911689	Registrant Name	LCR CONSTRUCTION INC
Fleet No.	1	Expiration Month / Year	12/2011
Reg. Months	10	No. of Vehicles	1
Supplement No.	4	Supplement Desc.	REPLACE PLATE
Supplement Status	1	Supplement Status Desc.	INVOICED
Supplement Effective Date	03/23/2011	*Invoice Date	03/23/2011
* Application Receipt Date	03/23/2011	Payment Date	

IRP Fee	0.00	Cab Card Fee	0.00	Waive <input type="checkbox"/>
Replace Plate Fee	6.00	OOS Reinstatement Fee	0.00	Waive <input type="checkbox"/>
Plate Transfer Fee	0.00	Late Vehicle Registration Fee	0.00	Waive <input type="checkbox"/>
Late Renewal Registration Fee	0.00	Credit Applied	0.00	
Total Due	6.00	Manual Adj. Base Jur.	0.00	
Net Amount Due	6.00			
45 Days TEAR Ind	<input type="checkbox"/>			
Invoice Report Type	Fees for Unit	Electronic Delivery Type	D-PDF	

Proceed Refresh Quit Help

Once the carrier verifies the fees the carrier can select the Electronic Delivery type for the invoice. The carrier will also select the Invoice Report type from the drop down box on this screen. The invoice will include the calculated fees, credit applied and the net amount due. The TEAR is generated after the invoice.

Online Motor Carrier Services

Select "Proceed". The invoice will populate. The invoice will calculate fees, credit applied and net amount due.

The screenshot shows a web browser window displaying an invoice from the South Carolina Department of Motor Vehicles. The page includes the state seal, the department's name, and contact information. The invoice details are organized into two columns: invoice information on the left and customer/fleet information on the right. At the bottom, a table lists various fees and their amounts, with a total of \$6.00 for administrative fees and \$0.00 for net due base jurisdiction.

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES
* IRP UNIT *
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
<http://www.scdmsonline.com>

INVOICE#: 224478
INVOICE DATE: 04/13/2011

TO: ADAMS CLEARING INC
DBA Name: ADAMS CLEARING INC
ADDR: 3010 HILLCREST RD
YORK SC 29745-9052

CUSTOMER NUMBER: 17773938
FLEET NUMBER: 1
SUPPLEMENT NUMBER: 1
REGISTRATION YEAR: 2012
NUMBER REG MONTHS: 10
NO. POWER VEHICLE: 1
NO. BUSES: 0
FLEET EXP DATE: 01/31/2012
SUPPLEMENT EFF DATE: 04/13/2011
PROCESSOR: 17773938
PAYER:

SUPPLEMENT TRANSACTION TYPE: REPLACE PLATE

	Amount	Total
Cab Card Fees:	\$0.00	
Replacement Plate Fees:	\$6.00	
FOOSO Vehicle Reinstatement Fees:	\$0.00	
Transfer Fees:	\$0.00	
Late Vehicle Registration Fees:	\$0.00	
Late Renewal Fees:	\$0.00	
Late Payment Penalty:	\$0.00	
Manual Adjustment Amount:	\$0.00	
Other Administrative Fees:	\$0.00	
Total Administrative Fees Due:		\$6.00
Registration Due Base Jurisdiction:	\$0.00	
Base Jurisdiction Credit Amount:	\$0.00	
Total Net Due Base Jurisdiction:		\$0.00
Amount Due Foreign Jurisdiction:	\$0.00	

Depending on how the carrier selected the electronic delivery type will depend on how the carrier receives the invoice. Example, if the carrier selected the "PDF" file, the carrier can select the "Save" command and save the invoice. If the carrier had selected the "Print" command the invoice would print automatically. Select the "X" in the upper right hand corner to close the invoice.

Online Motor Carrier Services

5 / 6 100% First

 **SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES**
MOTOR CARRIER SERVICES
* IRP UNIT *
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
<http://www.scdmvonline.com>

TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION (TEAR)

REGISTRANT: LCR CONSTRUCTION INC LCR CONSTRUCTION INC 1503 PARIS AVE PORT ROYAL SC 29935-2124	TEAR NUMBER: 110001437 CUSTOMER NO.: 17911689 FLEET NUMBER: 1 GVW: 80000 USDOT NUMBER: 01326078 MOTOR CARRIER NAME: LCR CONSTRUCTION INC
--	---

YEAR	MAKE	VEHICLE IDENTIFICATION	UNIT NO	PLATE
1999	MACK	1M1AA18Y9XW107363	1	

REASON FOR THIS AUTHORITY: REPLACE PLATE

TO ALL ENFORCEMENT PERSONNEL-ALL JURISDICTIONS
PLEASE ACCEPT THIS DOCUMENT AS TEMPORARY VEHICLE REGISTRATION FOR THE VEHICLE DESCRIBED
THEREIN AS A PERMANENT APPORTIONED LICENSING AND CAB CARD IS BEING PREPARED FOR SAME.

GA	80000	SC	80000						

Online Motor Carrier Services

The Payment details screen will populate. From the Payment Detail screen the carrier will have the ability to cancel the invoice. In order to cancel the invoice the carrier must select the Billing tab then select the CANCEL BILL to cancel the bill, select the "VEHICLE" tab and make changes as required.

Welcome 17773938 **South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134** www.scdmvonline.com

Vehicle Billing **Payment** MainMenu Inquiries

IRP Payment Details **Replace Plate**

Customer No. 17773938 Registrant Name ADAMS CLEARING INC

Fleet No. 1 Expiration Month/Year 1/2012

Supplement No. 1 Supplement Desc. REPLACE PLATE

Invoice No. 224478 Supplement Status INVOICED

Invoice Date 04/13/2011 Payment Receipt Date 04/13/2011

Fees Section

Base Jurisdiction Fees 0.00 Foreign Jurisdiction Fees 0.00 Administration Fees 6.00

Late Payment Penalty 0.00 Waive Manual Adj. Base Jur. 0.00 **NET DUE** 6.00

Payment Type Full Year Payment

Cab Card Type

Electronic Delivery Type D-PDF

Proceed Refresh Quit Help [Show Hand Log](#)

From the Payment Details screen the carrier can select how they would like the cab card to be delivered. Example, the cab card can be sent to the carrier via e-mail, Fax or a PDF file.

Cab Card Type

Electronic Delivery Type D-PDF

D-PDF
E-Email
F-Fax

Proceed Refresh Quit Help [Show Hand Log](#)

Select "Proceed" and the Payment Details verification screen will be displayed.

Online Motor Carrier Services

Welcome 17773938 South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134 www.scdmvonline.com

Vehicle Billing **Payment** MainMenu Inquiries

• {W} IRPWEBP11: Carriers need to know that they MUST have all documents needed to submit to SCDMV BEFORE paying for transactions. REFUNDS WILL NOT BE ALLOWED. PLEASE VERIFY BEFORE PROCEEDING TO PAYMENT!!

IRP Payment Verification Replace Plate

Customer No. :	17773938	Registrant Name :	ADAMS CLEARING INC	
Fleet No. :	1	Expiration Month/Year :	1/2012	
Supplement No. :	1	Supplement Desc. :	REPLACE PLATE	
Invoice No. :	224478	Supplement Status :	INVOICED	
Invoice Date :	04/13/2011	Payment Receipt Date :	04/13/2011	

Fees Section

Base Jurisdiction Fees :	\$0.00	Foreign Jurisdiction Fees :	\$0.00	Administration Fee :	\$6.00	
Late Payment Penalty :	\$0.00	Waived: N	Manual Adj. Base Jur. :	\$0.00	Net Due :	\$6.00
Payment Type :	Full Year Payment					

Cab Card Type

Electronic Delivery Type : D-PDF

Proceed Back Quit

From this screen the carrier also has the ability to cancel the invoice/bill or to complete additional supplements. In order to add additional supplements the carrier would select the "Enterprise" tab.

Note: The enterprise payment option allows the carrier to pay for multiple MCS supplements with the same payment.

Once the carrier verifies the information and reads the message located at the top of the screen the carrier will select "Proceed".

Note: If the carrier receives a "document shortage" message, the carrier must submit all required documents to Motor Carriers before the supplement can be issued.

If the amount due is a zero balance or a credit/refund, the transactions will go immediately to the MCS post payment processing.

Welcome 17773938 South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134 www.scdmvonline.com

• IRPWEBP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No.	17773938	Registrant Name	ADAMS CLEARING INC	
Payment Id	77889	Payment Date	04/13/2011	

Fees Section

Total Amount Due	\$6.00
------------------	--------

Credit Card Details

* Credit Card Number		
* Name on Card		
* Card Expiration Month/Year		(MM/YYYY)

Submit Refresh Quit Help

Once the carrier has selected the "Proceed" command button the MCS Payment Collection screen will display. Payment can only be accepted using a credit card.

Online Motor Carrier Services

The carrier must enter their credit card number, Name on the credit card along with the credit card expiration date.

Welcome 17773938 **South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134** www.scdmvonline.com

• IRPWEBP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No. 17773938 Registrant Name ADAMS CLEARING INC

Payment Id 77889 Payment Date 04/13/2011

Fees Section

Total Amount Due \$6.00

Credit Card Details

*Credit Card Number 4444333322221111

*Name on Card John Adams

*Card Expiration Month/Year 02 2013 (MM/YYYY)

Submit Refresh Quit Help

Once this has been entered the carrier will select the "Submit" command button. A message will display stating that the carrier must confirm their payment and that the credit card will be charged after the confirmation has been completed.

Welcome 17773938 **South Carolina Department of Motor Vehicles (SCDMV PREP V03.11.11) - IRP Level v1.0.9.134** www.scdmvonline.com

• IRPWEBP18: Please confirm your payment. Your credit card will be charged after confirmation.

MCS Payment Collection

Customer No. 17773938 Registrant Name ADAMS CLEARING INC

Payment Id 77889 Payment Date 04/13/2011

Fees Section

Total Amount Due \$6.00

Credit Card Details

*Credit Card Number 4444333322221111

*Name on Card John Adams

*Card Expiration Month/Year 02 2013 (MM/YYYY)

Confirm Payment Refresh Quit Help

Once the carrier has confirmed the payment a screen will populate containing information concerning the MCS transactions that were included in the payment, such as the Customer and supplement information, the number of Cab cards that were generated or failed and any error messages that may have occurred during the posting of the payment.

Online Motor Carrier Services


Welcome 17773938

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Process ▸ Supplement ▸ Inquiry ▸ WIP Reprint ▸ Webprocessing ▸ Enterprise Sign Off

- {W} For Customer No. : 17773938, Fleet No. : 1, Fleet Expiration Year : 2012, Fleet Expiration Month : 1, Supplement No. : 1, Supplement Type : RTG
- IRPWEBP14: Supplement [Replace Plate] is submitted successfully in Queue for SCDMV to review. After successful review you will receive the credentials in mail.
- Payment successfully done.

Note: The form 452A can be updated through the Document Update process. MCS will verify that the form 452A has been completed prior to sending the replace place, however, if the form has not been uploaded and sent to MCS, MCS will notify the carrier that the form is required.

 **South Carolina Department of Motor Vehicles**
IRP Carriers ONLY- Lost/Stolen or Destroyed
License Plate Report Replacement Application 452-A
(Rev. 3/06)

INSTRUCTIONS FOR IRP CARRIERS ONLY
When an application is made at any Branch Office to replace a lost, stolen or destroyed license plate, this form must be completed by the registered owner or his agent and immediately mailed by the Branch Manager to the Registration and Reciprocity Section at the address below:

DMV Registration and Reciprocity Section
Attention: Motor Carrier Services - Records Unit
Department of Motor Vehicles
PO Box 1498
Blythewood, SC 29016-0027

Account # _____ Fleet # _____ Expiration Month _____
License Plate # _____ OEN # _____ State _____ Year _____
Name of Registered Owner _____
Street Address of Registered Owner _____
City _____ State _____ Zip Code _____
Telephone Number-Home _____ Work _____

I certify that the plate listed above was: (circle one) Lost Stolen Destroyed
Date of Loss _____ City _____ State _____

☐ I do ☐ I do not (check one) want another plate at this time. If the plate above is recovered, I will notify the nearest DMV Branch Office immediately. If receiving another plate, complete Insurance Certification below.

Owner's Signature _____
Signature of person making report _____
Print name and address of person making report (if different from registered owner) _____

INSURANCE CERTIFICATION
Under penalties of perjury, I declare the vehicle listed above is insured with the company named below and I will maintain liability insurance throughout the registration period.

Name of Insurance Company

Signature of Owner _____ Date _____

FOR DMV USE ONLY

VCS Number _____ New License Plate _____

Branch Office Submitting

Specialist's Signature

Date of Report _____ Time of Report _____

PLEASE PROVIDE CUSTOMER WITH A PHOTOCOPY OF THIS DOCUMENT
Motor Carrier Services Phone No. (803) 896-3870, Fax No. (803) 896-2698
www.scdmvonline.com



Exercise

Using the information given, access the Web site and request a replace plate supplement.

Reprint



Discussion...

The original generations of renewal notices are automatically generated when the supplement is processed.

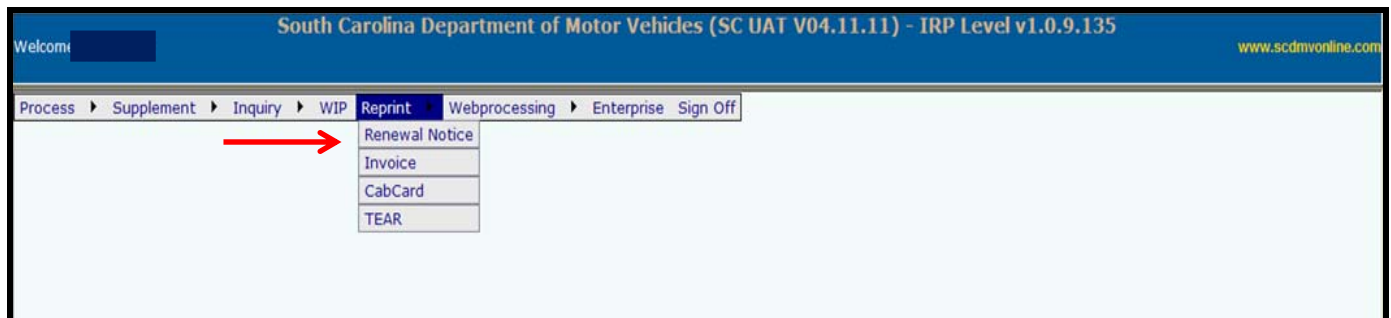
The user will be able to reprint a renewal notice/ application for a specific expiration year if they did not receive a renewal notice due to mail related issues or it has been misplaced.



Step-by-Step

If **Renewal Notice** is selected:

- Carrier will then select the **“Reprint”** function where they will be able to select Renewal Notice.



- The carrier's customer number will be populated but the user is required to type in the Fleet expiration year that they are requesting and invoice for along with how they want it delivered.

****NOTE**** If the Fleet number is entered in the system the renewal notice will automatically print for the carrier.

Online Motor Carrier Services

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135
www.scdmvonline.com

Welcome [User Name]

Process ▶ Supplement ▶ Inquiry ▶ WIP Reprint ▶ Webprocessing ▶ Enterprise Sign Off

Reprint

* Customer No. [Field] Fleet No. [Field]

* Fleet Expiration Year 2012

Electronic Delivery Type D-PDF

Reprint Renewal Notice

Proceed Refresh Quit Help

D-PDF
D-PDF
E-Mail
F-Fax

mikal.reames@scdmv.net

- If no specific fleet number is provided the system will supply a list of Fleets for the customer which they will select from.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135
www.scdmvonline.com

Welcome [User Name]

Process ▶ Supplement ▶ Inquiry ▶ WIP Reprint ▶ Webprocessing ▶ Enterprise Sign Off

Reprint

* Customer No. [Field] Fleet No. [Field]

* Fleet Expiration Year 2012

Electronic Delivery Type D-PDF

Reprint Renewal Notice

Proceed Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

Customer No.	Fleet No.	Fleet Expiration Year	Fleet Expiration Month
Select	1	2012	1

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135
www.scdmvonline.com

Welcome [User Name]

Process ▶ Supplement ▶ Inquiry ▶ WIP Reprint ▶ Webprocessing ▶ Enterprise Sign Off

Reprint

* Customer No. [Field] Fleet No. 1

* Fleet Expiration Year 2012

Electronic Delivery Type D-PDF

Reprint Renewal Notice

Proceed Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

Customer No.	Fleet No.	Fleet Expiration Year	Fleet Expiration Month
Select 17773938	1	2012	1

- When the 'Proceed' command button is selected after the user has determined what fleet they need an invoice for the system will display a message stating that "*Renewal Notice generated successfully*".

Online Motor Carrier Services

Welcome [REDACTED] **South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135** www.scdmvonline.com

Process ▶ Supplement ▶ Inquiry ▶ WIP Reprint ▶ Webprocessing ▶ Enterprise Sign Off

• IRPGEN239: Renewal Notice generated successfully.

Reprint **Reprint Renewal Notice**

* Customer No. [REDACTED] Fleet No.

* Fleet Expiration Year

Electronic Delivery Type

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 1

	Customer No.	Fleet No.	Fleet Expiration Year	Fleet Expiration Month
Select	[REDACTED]	1	2012	1

Copy of Renewal Notice:

INTERNATIONAL REGISTRATION PLAN
South Carolina Department of Motor Vehicles
Motor Carrier Services
P. O. Box 1498
Blythewood, South Carolina 29016

MAILING STREET ADDRESS

[REDACTED]

FLEET EXPIRATION YEAR: 2013
CUSTOMER NO.: *****
FLEET NO: 001
OPERATION DATE: 02/15/2001
BEGINNING REG. MONTH: JANUARY
CARRIER LOCATION CODE: 48
E-MAIL ADDRESS:

BUSINESS ADDRESS (WHERE RECORDS ARE MAINTAINED)

ADAMS CLEARING INC.

[REDACTED]

PERSON TO CONTACT REGARDING APPLICATION:

NAME: ANDREW ADAMS

/

/

UNITS LISTED WILL BE AUTHORIZED TO OPERATE IN THE JURISDICTION AND AT THE WEIGHTS LISTED BELOW.
EXCEPTIONS ON ANY JURISDICTION OR WEIGHTS WILL BE GROUPED ON SEPARATE PAGES.
WEIGHTS WILL BE PRINTED ON THE CAB CARDS FOR ALL UNITS LISTED BELOW.

IF YOU DO NOT WANT INFORMATION ABOUT YOU TO BE GIVEN OUT TO SALES AND MARKETING COMPANIES OR TO
THE GENERAL PUBLIC, CHECK HERE: _____

YOUR CHOICE WILL APPLY TO ALL PEOPLE NAMED ON THIS FORM UNLESS THEY PROVIDE OTHER INSTRUCTIONS.

OWNER'S SIGNATURE: _____

PLEASE NOTE THAT FEDERAL LAW INQUIRES INFORMATION ABOUT YOU TO BE GIVEN OUT FOR CERTAIN LEGAL AND
SAFETY REASONS. FOR MORE INFORMATION, PLEASE ASK FOR A COPY OF THE SOUTH CAROLINA PRIVACY BROCHURE.

NOTE-RENEWALS CAN BE COMPLETED AT MOTOR CARRIER SERVICES AND BRANCH OFFICES IN CHESTER, DILLON,
GREER, IRMO/BAL., KINGSTREE AND NORTH AUGUSTA. REGISTRATION EXPIRES ON APRIL 30, 2011. BRING 2290 JULY 2010-
JUNE 2011.

STATE WEB ADDRESS: WWW.SCDMVONLINE.NET
FEDERAL WEB ADDRESS: WWW.FMCSA.DOT.GOV

Date: _____



Exercise

Using the customer number provided reprint a renewal notice.

Section 2: Inquiries




In this section you will be able to...


- Perform an inquiry on IRP supplements.




Discussion...

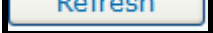
The system will provide the user with the capability to inquire on all of the IRP related information. All Inquiries are grouped in the **Inquiry Tab** on the IRP Main Menu. You may start your search by entering a unique identifier that is specific to your account; for example, a tax identification number, plate number, USDOT number, etc. However, your customer number is prefilled for you once you log into

the web site. On the first search screen, select **Proceed**  to begin your search. The search screen will be displayed with the results of the search. Ten results are displayed at a time. If more than ten results are found, you will be able to navigate by using the First, Previous, Next, and Last Page

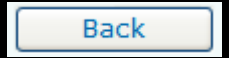

links .

Inquiries can be viewed in one of two ways. Select the **Select** link to view an inquiry in a tree structure which displays the account in levels using the "+" to expand the level or a "-" to collapse a level. Shown on the left side of the results screen, the expansion will display all supplements (transactions) that have taken place within a given year. If multiple years exist they will appear as a separate line

under the History list. To end your search here, select **Quit**  and you

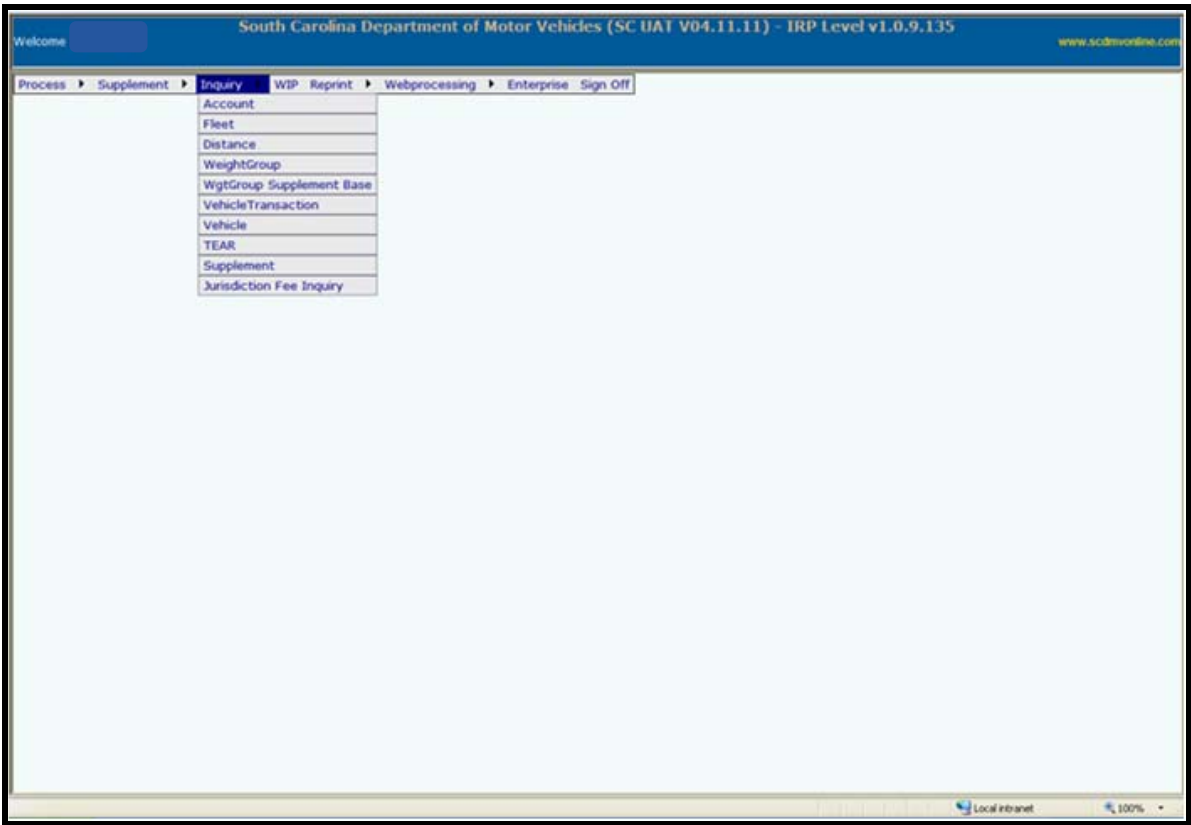
will be taken back to the IRP Main Menu. Select **Refresh**  to enter another unique identifier on the search screen.

Select the **View** link to view an inquiry in a more detail format to include demographics and DMV user information and comments. Select **Back**

 to return to the search screen or **Close**  to return to the IRP Main Menu.

Online Motor Carrier Services

Available inquires located under the Inquiry function in IRP.



Account Inquiry:



Discussion...

The Account Inquiry displays the carrier's customer number; federal ID number (tax ID number-TIN); USDOT number; status; demographic information; IRP account details



Step-by-Step

The screenshot shows a web browser window titled "Account Inquiry - Windows Internet Explorer". The page has a light blue background and a white header area. In the header, "Customer Search" is on the left and "Account Inquiry" is on the right. The main content area contains two input fields: "Customer No." with a greyed-out value and "TIN" with an empty field. Below these is a "USDOT No." input field. At the bottom of the form are four buttons: "Proceed", "Refresh", "Quit", and "Help". The browser's status bar at the bottom shows "Local intranet" and a zoom level of "100%".

Online Motor Carrier Services

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

Customer Search **Account Inquiry**

Customer No. TIN
USDOT No.

Customer No. **Select** **Customer No.** **TIN** **USDOT No.** **View**

Select

History
Years
Year-2011
FleetList
Fleet-1
Fleet History
Distance
WgtGroup
1-WgtGroup :800
Supplement
0-RWC
1-Vehicle :05
2-Vehicle :07
3-Vehicle :08
4-Vehicle :09
1-RCC
1-Vehicle :07
Year-2010
Year-2009
Year-2008
Year-2007
Year-2006
Year-2005

Local intranet 100%

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

Customer Details **Account Inquiry**

TIN: Customer No.: USDOT No.: Customer Status: ACTIVE

Business Customer Details

Business Name Contact Name: Email ID:
Phone No.: Ext.: Fax No.:

Physical Address

Street1: 2102 Street2:
City: RUFFIN Jurisdiction: SC-SOUTH CAROLINA
Zip Code: 29475 County: 15-COLLETON Country: US

Mailing Address

Street1: Street2:
City: Jurisdiction:
Zip Code: Country:

IRP Account Details

IRP Account Status: ACTIVE E-mailer Indicator: N
PRISM Out of Service: N No Split Year Payment: Y
Account Lock: N No TEARs: N
Last Updated UserID: Last Updated Time Stamp: 9/10/2010 4:11:41 PM

Local intranet 100%



Exercise

Using the customer number provided perform an Account Inquiry.

Vehicle Inquiry:



Discussion...

A Vehicle Inquiry displays the number of vehicles and details of the vehicles in a fleet to include unit number; fleet owner; make, body style, and year of the vehicle; VIN; Title number; purchase price; etc. the registration details of the vehicle are also shown under this inquiry and include such information as the registration issue and effective dates; plate number; status: active, deleted, or suspended; Motor Carrier Safety Improvement Process (MCSIP) level, a federal program designed to improve the safety performance of motor carriers.



Step-by-Step

The screenshot shows a web browser window titled "Vehicle Inquiry - Windows Internet Explorer". The page has a blue header bar with the title "Vehicle Inquiry" on the right. Below the header, the page is divided into two main sections: "Fleet Search" on the left and "Vehicle Inquiry" on the right. The "Fleet Search" section contains several input fields: "Customer No." (with a greyed-out value), "Plate No.", "Unit No.", "Fleet No.", "VIN", and "Vehicle Status" (a dropdown menu currently showing "Active Vehicle"). The "Vehicle Inquiry" section contains two input fields: "Fleet Expiration Year" and "Title No.". Below these fields are four buttons: "Proceed", "Refresh", "Quit", and "Help". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

Online Motor Carrier Services

Vehicle Inquiry - Windows Internet Explorer

Fleet Search

Customer No. Fleet No. Fleet Expiration Year
Plate No. VIN Title No.
Unit No. Vehicle Status: Active Vehicle

Customer No. [First Page] [Previous Page] [Next Page] [Last Page]
Page 1 of 2

Select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	VIN	Unit No.	Plate	Title No.	Status	MCSIP Level	View
Select	1	9	2011			07			A	0	View
Select	1	9	2011			08			A	0	View
Select	1	9	2011			05			A	0	View
Select	1	9	2011			09			A	0	View
Select	1	9	2010			07			A	0	View
Select	1	9	2010			08			A	0	View
Select	1	9	2010			05			A	0	View
Select	1	9	2010			09			A	0	View
Select	1	9	2009			07			A	0	View
Select	1	9	2009			08			A	0	View

Local intranet 100%

Vehicle Inquiry - Windows Internet Explorer

Account Details

Customer No. : Fleet No. : 1 Registrant Name :
Expiration Month / Year : 9/2011 Supplement No. : 1 Description : REPLACE CAB CARD Svc Type Ind : RCC-REPLACE CAB CARD

Vehicle Details

Unit No. : 07 Owner : Body Style : TT-TRUCK TRACTOR
Year : 2005 Make : KW-KENWORTH Fuel Type : D-DIESEL
Seats : 0 Axles : 3 Combine Axles : 6
Title No. : VIN : Title State : SC-SOUTH CAROLINA
Factory Price : 50000 Unladen Wgt. : 16920 Weight Group No. : 800-80000
Purchase Price : 50000 Purchase Date : 03/20/2008 Other Date : 10/01/2009
Property Tax Owner TIN : Property Tax Owner Name : Financial Lessee :
Override Late Penalty : N Insurance Company : STARNET INSURANCE COMPANY Policy No. :
Vehicle Status : ACTIVE MCS IP Level :

Registration Details

TEAR No. : TEAR Issue Date : 01/06/2011 TEAR Exp Date : 02/19/2011
Registration Issue Date : 09/29/2009 Registration Eff Date : 09/29/2009 Registration Exp Date : 09/30/2011
Plate No. : Plate Type : AP Plate Year : 2008
CabCard Issue Date : 01/14/2011 CabCard Ship Date : Registration Status Code : ACT
Safety USDOT No. : TIN :

Registration History Details

Done Local intranet 100%



Exercise

Using the customer number provided perform a Vehicle Inquiry.

Tear Inquiry:



Discussion...

A TEAR also known as a Temporary Evidence of Apportioned Registration (valid for forty-five days) allows the carrier to legally drive his truck until he receives his credentials. This credential displays information about the carrier and the vehicle which includes: the TEAR number, effective dates, vehicle's physical address, all jurisdictions, GVWs, etc.



Step-by-Step

A screenshot of a web application titled "Temporary Authorization Inquiry - Windows Internet Explorer". The page is divided into two main sections: "Vehicle Search" on the left and "TEAR Inquiry" on the right. The "Vehicle Search" section contains several input fields: "Customer No." (a greyed-out field), "VIN" (a text box), "Plate" (a text box), "Fleet No." (a text box), "Unit No." (a text box), "Fleet Expiration Year" (a text box), and "Supplement No." (a text box). Below these fields are four buttons: "Proceed", "Refresh", "Quit", and "Help". The "TEAR Inquiry" section is currently empty. The browser's status bar at the bottom shows "Local intranet" and "100%".

Online Motor Carrier Services

Temporary Authorization Inquiry - Windows Internet Explorer

Vehicle Search **TEAR Inquiry**

Customer No. Fleet No. Fleet Expiration Year
VIN Unit No. Supplement No.
Plate

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)
Page 1 of 1

Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Supp No.	VIN	Unit No.	Plate	View
	1	9	2011	1		07		View

Local intranet 100%

Temporary Authorization Inquiry - Windows Internet Explorer

TEAR Inquiry View Page **TEAR Inquiry**

Customer No.: Fleet No.: 1 Registrant:
Expiration Month / Year: 9/2011 Supplement No.: 1 DBA Name:
TEAR No.: Issued Date: 01/06/2011 Expiration Date: 02/19/2011
USDOT No.: TIN:

Physical Address

Street 1: 2102 Street 2:
Unit No.: 07 VIN: GVW: 80000
Year: 2005 Make: KW-KENWORTH Plate:

List of Jurisdictions and Weights

Jur	Wgt.	Jur	Wgt.
GA	80000	SC	80000

Last Updated User ID : WILLIAMS_VERNICE Last Updated Time Stamp : 1/6/2011 9:16:41 AM

Done Local intranet 100%



Exercise

Using the customer number provided perform a TEAR Inquiry.

Supplement Inquiry:



Discussion...

The Supplement Inquiry displays all the transactions (Supplements) done to a fleet in a given year to include the dates and amounts of the transactions as well as the supplement status: closed-transaction is paid and completed; renewed-vehicle is renewed for the year; or invoiced-carrier has not paid required fees and is billed for the fees. Below is a list of Supplement Types.

Supplement Types

ACC	New Account
AFL	New Fleet
RWC	Renew with Change
AJU	Add Jurisdiction
AVE	Add Vehicle
AXV	Add Vehicle w/ Transfer
CMB	Combined Vehicle
CVN	Change Vehicle-No Fee Related
CVF	Change Vehicle-Fee Related
CFF	Change Carrier Type/Comm Class
DEV	Delete Equipment
RTG	Replace Plate
RCC	Replace Cab Card
AFF	Fleet to Fleet Transfer
REI	Renewal for Reinstatement
CWT	Weight Group Change
CFN	Change DBA/Fleet Name
AUD	Audit
VCV	VIN Correction
VRE	Vehicle Reinstatement
SHP	Second Half Payment
TRP	IRP Trip Permit
EOD	Error Correction Do
EOU	Error Correction Undo
ADC	Add Decal

Online Motor Carrier Services



Step-by-Step

Supplement Inquiry - Windows Internet Explorer

Fleet Search

Customer No. Fleet No. Fleet Expiration Year
Supplement No. Invoice No. TIN
USDOT No.

Supplement Inquiry

Supplement Inquiry - Windows Internet Explorer

Fleet Search

Customer No. Fleet No. Fleet Expiration Year
Supplement No. Invoice No. TIN
USDOT No.

Supplement Inquiry

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 2

Customer No.	Supplement No.	Supplement Type	Supplement Status	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	View
Select	1	RCC	C	1	9	2011	View
Select	0	RWC	R	1	9	2011	View
Select	1	CMB	C	1	9	2010	View
Select	0	RWC	C	1	9	2010	View
Select	1	CMB	C	1	9	2009	View
Select	0	RWC	C	1	9	2009	View
Select	2	CMB	C	1	9	2008	View
Select	1	CMB	C	1	9	2008	View
Select	0	RWC	C	1	9	2008	View
Select	0	RWC	C	1	9	2007	View

Customer No.

- History
 - Years
 - Year-2011
 - FleetList
 - Fleet-1
 - Fleet History
 - Distance
 - WgtGroup
 - 1-WgtGroup :800
 - Supplement
 - 0-RWC
 - 1-Vehicle :05
 - 2-Vehicle :07
 - 3-Vehicle :08
 - 4-Vehicle :09
 - 1-RCC
 - 1-Vehicle :07
 - Year-2010
 - Year-2009
 - Year-2008
 - Year-2007
 - Year-2006
 - Year-2005

Online Motor Carrier Services

Supplement Inquiry - Windows Internet Explorer

Supplement Details

Customer No. : Fleet No. : 1 Registrant Name :
Expiration Monthly/Year : 9/2011 Supplement No. : 1 Description : REPLACE CAB CARD
Eff Date : 01/06/2011 Supp Status : CLOSED
45 Days TEAR Ind : Y

Payment Information

Bill Date : 01/06/2011 Invoice Date : 01/06/2011 Invoice No. : 220092
TEAR Issue Date : 01/06/2011 Orig. Invoice Date : 01/06/2011 Orig. Invoice No. : 220092
Pay Receipt Date : 01/14/2011 Payment Date : 01/14/2011 Remitted Date :
Financial Trans Id : Appeal Flag : N Appeal Date :
Pay Option : F

Payment Details

Financial Trans ID	Phoenix Payment Amount	Web Payment Amount	Payment User ID	Status
	\$1.00	\$0.00		C

Fees Details

Cab Card Fees :	\$1.00	Base Jurisdiction Fees :	\$0.00
Replacement Plate Fees :	\$0.00	Foreign Jurisdiction Fees :	\$0.00
OOSO Reinstatement Fees :	\$0.00	Invoice Amt :	\$1.00
Transfer Fees :	\$0.00	Late Payment Penalty :	\$0.00
Late Vehicle Registration Fees :	\$0.00	Total Due :	\$1.00
Late Renewal Registration Fees :	\$0.00	Total Amount Paid :	\$1.00
Other Administrative Fees :	\$0.00	Net Amount Due :	\$0.00
Manual Adj. Base Jur. :	\$0.00		
Create User ID :	<input type="text"/>	Create Time Stamp :	1/6/2011 9:15:06 AM
Last Updated User ID :	<input type="text"/>	Last Updated Time Stamp :	1/14/2011 9:32:25 AM

Done Local intranet 100%



Exercise

Using the customer number provided perform a Supplement Inquiry.

Jurisdiction Fee Inquiry:



Discussion...

Jurisdiction Fee Inquiry displays each jurisdiction's fee. This inquiry will allow the carrier to look at the fees for each state they have traveled through.



Step-by-Step

The screenshot shows a web browser window titled "Jurisdiction Fee Inquiry - Windows Internet Explorer". The page has a light blue background and a white header area. The header contains the text "Fleet Search" on the left and "Jurisdiction Fee Inquiry" on the right. Below the header, there are four input fields: "Customer No." (with a greyed-out value), "Fleet No." (empty), "Fleet Expiration Year" (empty), and "Supplement No." (empty). Below these fields, there are four buttons: "Proceed", "Refresh", "Quit", and "Help". The status bar at the bottom of the browser window shows "Local intranet" and "100%".

Online Motor Carrier Services

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

Fleet Search

Customer No. Fleet No. Fleet Expiration Year
Supplement No. VIN

Jurisdiction Fee Inquiry

View List

Jur	Irp Fee	Credit Applied	Net Amount	Jur	Irp Fee	Credit Applied	Net Amount
GA	\$847.66	\$48.60	\$799.06	SC	\$11,931.26	\$679.70	\$11,251.56
Total Net Amount				\$12,050.62			

Local intranet 100%



Exercise

Using the customer number provided perform a Jurisdiction Fee Inquiry.

Online Motor Carrier Services

Fleet Inquiry:



Discussion...

The Fleet Inquiry function displays detailed information on a fleet.



Step-by-Step

The screenshot shows a web browser window titled "Fleet Inquiry - Windows Internet Explorer". The page has a light blue background and a white content area. At the top left, there is a section titled "Account Search" with a greyed-out "Customer No." field and a "TIN" field. To the right, there are three input fields: "Fleet No.", "Fleet Expiration Year", and "USDOT No.". Below these fields is a "DBA Name" field. At the bottom of the search section, there are four buttons: "Proceed", "Refresh", "Quit", and "Help". The browser's status bar at the bottom indicates "Local intranet" and "100%".

Online Motor Carrier Services

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

Account Search **Fleet Inquiry**

Customer No. Fleet No. Fleet Expiration Year
TIN DBA Name USDOT No.

[Customer No.](#) [History](#) [Years](#) [FleetList](#) [Fleet-1](#) [Fleet History](#) [Distance](#) [WgtGroup](#) [1-WgtGroup :800](#) [Supplement](#) [0-RWC](#) [1-Vehicle :05](#) [2-Vehicle :07](#) [3-Vehicle :08](#) [4-Vehicle :09](#) [1-RCC](#) [1-Vehicle :07](#) [2-AJU](#) [Year-2010](#) [Year-2009](#) [Year-2008](#) [Year-2007](#) [Year-2006](#) [Year-2005](#)

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Select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Registrant Name	View
Select		1	9	2011		View
Select		1	9	2010		View
Select		1	9	2009		View
Select		1	9	2008		View
Select		1	9	2007		View
Select		1	9	2006		View
Select		1	9	2005		View

CELTIC SOUTH CAROLINA MCS - IRP - Windows Internet Explorer

Fleet Details **Fleet Inquiry**

Customer No. : Registrant Name :
Fleet No. : 1 TIN : USDOT No. :
Old IRP Account No. : 0 Old Fleet No. : 0
Fleet Type : FOR HIRE Commodity Class : ALL Fleet Status : ACTIVE
Fleet Eff. : 10/01/2010 Fleet Exp : 09/30/2011 First Operate Date : 02/05/1997
DBA Name : Contact Name : mail ID :
Phone No. : Ext. : Fax No. :
Use IFTA Distance : N Wyoming Indicator : N Audit Flag : N
Insurance Company : STARNET INS CO Policy No. :

Physical Address

Street 1 : Street 2 :
City : Jurisdiction : SC-SOUTH CAROLINA
Zip Code : County : 15-COLLETON Country : US

Mailing Address

Street 1 : Street 2 :
City : Jurisdiction : SC-SOUTH CAROLINA
Zip Code : Country : US

Shipping Address

Street 1 : Street 2 :
City : Jurisdiction :
Zip Code : Country :

Reporting Service

Service Provider :
Phone No. : Ext. : Fax No. : Email ID :
Street 1 : Street 2 :
City : Jurisdiction :
Zip Code : Country :

Power of Attorney

Name	Phone No.	Ext.
ADRIANNE KINARD	<input type="text"/>	<input type="text"/>

Last Updated UserID : Last Updated Time Stamp : 9/10/2010 4:12:05 PM Last Audit Date :



Exercise

Using the customer number provided perform a Fleet Inquiry.

Distance Inquiry:



Discussion...

The Distance Inquiry function displays the distance traveled per jurisdiction for a given year.



Step-by-Step

A screenshot of a web browser window titled "Distance Inquiry - Windows Internet Explorer". The page has a light blue background and a white header area. The header area is divided into two sections: "Fleet Search" on the left and "Distance Inquiry" on the right. The "Fleet Search" section contains three input fields: "Customer No." (with a small icon to its left), "Fleet No.", and "USDOT No.". The "Distance Inquiry" section contains a single input field labeled "Fleet Expiration Year". Below these input fields are four buttons: "Proceed", "Refresh", "Quit", and "Help". The browser's status bar at the bottom shows "Local Intranet" and "100%".

Online Motor Carrier Services

Distance Inquiry - Windows Internet Explorer

Fleet Search

Customer No. Fleet No. Fleet Expiration Year
TIN USDOT No.

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Page 1 of 1

	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	
select	1	1	9	2011	view
select	1	1	9	2010	view
select	1	1	9	2009	view
select	1	1	9	2008	view
select	1	1	9	2007	view
select	1	1	9	2006	view
select	1	1	9	2005	view

Customer No.: [History](#)
[Years](#)
Year-2011
FleetList
Fleet-1
Fleet History
Distance
WgtGroup
1-WgtGroup :800
Supplement
0-RWC
1-Vehicle :05
2-Vehicle :07
3-Vehicle :08
4-Vehicle :09
1-RCC
1-Vehicle :07
2-AJU
Year-2010
Year-2009
Year-2008
Year-2007
Year-2006
Year-2005

Local Intranet 100%

Distance Inquiry - Windows Internet Explorer

Distance Details

Customer No. : Registrant Name :
Fleet No. : 1 Expiration Month / Year: 9/2011
Actual Distance : 396509 Estimated Distance : 0

Jur	Distance	Type	Supp No	Month	Year	Percent	Jur	Distance	Type	Supp No	Month	Year	Percent
GA	30677	A	0	10	2009	7.73700	SC	365832	A	0	10	2009	92.26300

Total Percentage: 100.00000 Total Fleet Distance: 396509

Comment :

Done Local Intranet 100%



Exercise

Using the customer number provided perform a Distance Inquiry.

Weight Inquiry:



Discussion...

The Weight Group Inquiry function displays the maximum weight allowed in a jurisdiction for a given year.



Step-by-Step

The screenshot shows a web browser window titled "Weight Group Inquiry - Windows Internet Explorer". The page has a light blue background and a white header area. The header contains the text "Fleet Search" on the left and "Weight Group Inquiry" on the right. Below the header, there are several input fields for search criteria: "Customer No." (a greyed-out field), "Fleet No." (a white field), "Fleet Expiration Year" (a white field), "Weight Group No." (a white field), "TIN" (a white field), and "USDOT No." (a white field). Below these fields are four buttons: "Proceed", "Refresh", "Quit", and "Help". The bottom of the browser window shows a status bar with the text "Done" on the left and "Local Intranet" and "100%" on the right.

Online Motor Carrier Services

Weight Group Inquiry - Windows Internet Explorer

Fleet Search

Customer No. Fleet No. Fleet Expiration Year
Weight Group No. TIN USDOT No.

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Page 1 of 1

select	Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Weight Group No.	No. of Active Vehicles	View
Select	1	9	2005	800	4	View	

Customer No. 1

- History
 - Years
 - Year-2011
 - FleetList
 - Fleet 1
 - Fleet History
 - Distance
 - WgtGroup
 - 1-WgtGroup : 800
 - Supplement
 - 0-RWC
 - 1-Vehicle : 05
 - 2-Vehicle : 07
 - 3-Vehicle : 08
 - 4-Vehicle : 09
 - 1-RCC
 - 1-Vehicle : 07
 - 2-ABU
 - Year-2010
 - Year-2009
 - Year-2008
 - Year-2007
 - Year-2006
 - Year-2005

Weight Group Inquiry - Windows Internet Explorer

Fleet Weight Group Details

Customer No. : Registrant Name :
Fleet No. : 1 Fleet Expiration Month / Year : 9 / 2005
Weight Group No. : 800 Weight Group Type. : P-Power Unit Max. Gross Weight. : 80000

List Of Jurisdictions And Weights

Jur	Weight	Old Weight	Eff Year	Supplement No.	Jur	Weight	Old Weight	Eff Year	Supplement No.
GA	80000	0	2010	0	SC	80000	0	2010	0



Exercise

Using the customer number provided perform a Weight Inquiry.

Vehicle Transaction Inquiry



Discussion...

Vehicle Transaction Inquiry displays all transactions done on a unit in a given year.



Step-by-Step

The screenshot shows a web browser window titled "Vehicle Transaction Inquiry - Windows Internet Explorer". The page has a light blue background and a white header area. The header area contains the text "Fleet Search" on the left and "Vehicle Transaction Inquiry" on the right. Below the header, there are several input fields for search criteria: Customer No., Supplement No., Title No., Fleet No., Plate, Weight Group No., Fleet Expiration Year, VIN, and Unit No. Below these fields are four buttons: Proceed, Refresh, Quit, and Help. The bottom of the browser window shows a status bar with the text "Done" and "Local intranet 100%".

Fleet Search		Vehicle Transaction Inquiry	
Customer No.	<input type="text"/>	Fleet No.	<input type="text"/>
Supplement No.	<input type="text"/>	Plate	<input type="text"/>
Title No.	<input type="text"/>	Weight Group No.	<input type="text"/>
		Fleet Expiration Year	<input type="text"/>
		VIN	<input type="text"/>
		Unit No.	<input type="text"/>

Online Motor Carrier Services

Vehicle Transaction Inquiry - Windows Internet Explorer

Fleet Search

Customer No. Fleet No. Fleet Expiration Year
Supplement No. Plate VIN
Title No. Weight Group No. Unit No.

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Page 1 of 3

Customer No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	VIN	Unit No.	Supp No.	Supp Status	Supp Type	Select
Select	1	9	2011		08	0	R	CVF	View
Select	1	9	2011		09	0	R	CVF	View
Select	1	9	2011		05	0	R	CVF	View
Select	1	9	2011		07	0	R	CVF	View
Select	1	9	2011		07	1	C	RCC	View
Select	1	9	2010		07	0	C	RWC	View
Select	1	9	2010		08	0	C	RWC	View
Select	1	9	2010		05	0	C	RWC	View
Select	1	9	2010		09	1	C	AVE	View
Select	1	9	2009		07	0	C	RWC	View

Local intranet 100%

Vehicle Transaction Inquiry - Windows Internet Explorer

Vehicle Details

Account Details
Customer No.: Fleet No.: 1 Registrant Name:
Expiration Month / Year: 9/2011 Supplement No.: 0 Description: RENEW FLEET Supp Eff. Date: 10/01/2010

Vehicle Details
Unit No.: 08 Owner: Body Style: TK-TRUCK
Year: 2004 Make: PTRB-PETERBUILT Fuel Type: D-DIESEL
Seats: 0 Axles: 3 Combine Axles: 3
Title No.: VIN: Title State: SC-SOUTH CAROLINA
Factory Price: 34900 Unladen Wgt.: 16500 Weight Group No.: 800-80000
Purchase Price: 34900 Purchase Date: 12/03/2008 Other Date: 10/01/2009
Property Tax Owner TIN: Property Tax Owner Name: Financial Lessee
Override Late Penalty: N Insurance Company: STARVET INSURANCE COMPANY Policy No.:
New Plate Required: A

Documentation Requirements For Admin Fee and Fee Calculation
Colorado Distance: N UT Special Truck: N MCO Provided: N Colorado Trailer: N

Registration Details
TEAR No.: TEAR Issue Date: TEAR Exp Date:
Registration Issue Date: 09/29/2009 Registration Eff Date: 09/29/2009 Registration Exp Date: 09/30/2011
Plate No.: Plate Type: AP Plate Year: 2008
Cab Card Issue Date: Cab Card Ship Date: Registration Status Code: ACT
Service Trans ID: Service Type: CHANGE VEHICLE - FEE RELATED
Last Updated User ID: Last Updated Time Stamp: 9/10/2010 4:13:34 PM

Documentation Requirements Tracking
2290: C-COLLECTED MCS 150: C-COLLECTED Is the Lease Expected to Change?: N
Safety USDOT No.: TIN:

Local intranet 100%



Exercise

Using the customer number provided perform Vehicle Transaction Inquiry.



Questions

1. Which inquiry allows you to see transactions done to a fleet within a given year?
2. What are the three supplement statuses?

Section 3: WIP (Work In Progress)



In this section you will be able to...

- Demonstrate when to use the Work in Progress tab.



Discussion...

The Work in Progress (WIP) process will provide the carrier with the ability to quit in the middle of a transaction without losing the information processed to a certain point. Also (WIP) will allow the carrier to access an unfinished supplement transaction at the point where the carrier last completed.

Reminder:

- **“Quit”** means that the data for the transaction has been saved.
- **“Cancel”** means that the data for the transaction will not be saved and the transaction would have to be started again by entering in data.

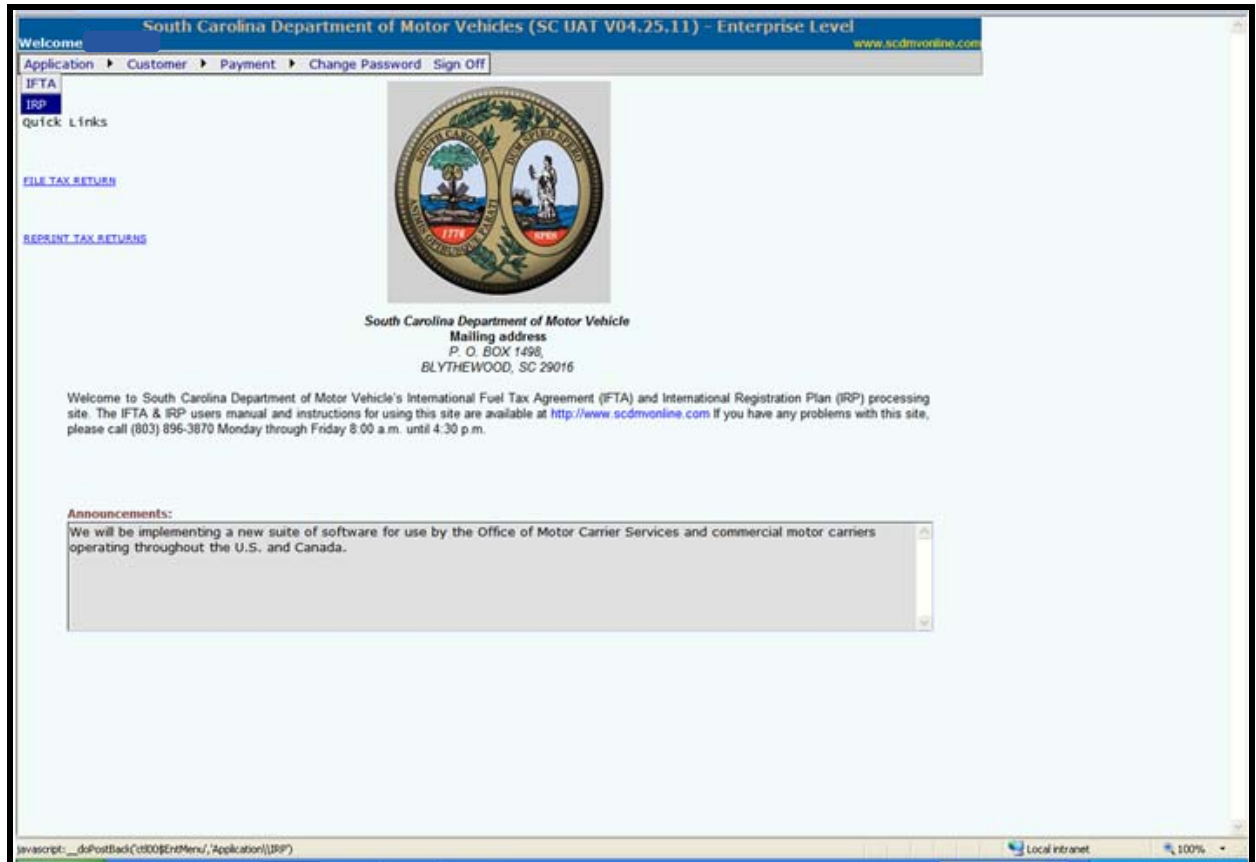
Note: Not all screens have the **“cancel”** command button, however; all screens do have the **“Quit”** command button.

Online Motor Carrier Services



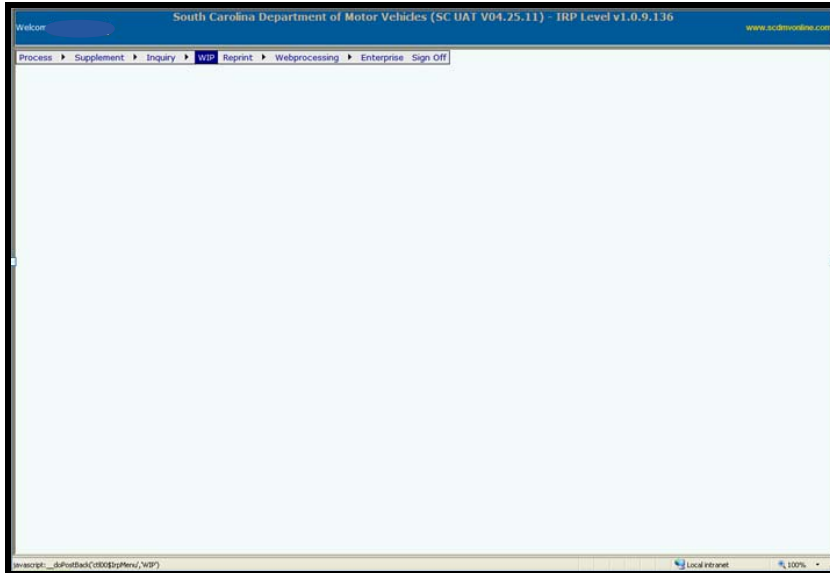
Step-by-Step

Once the carrier signs onto the MCS Website the carrier will select the **IRP** option on the Enterprise screen.



Online Motor Carrier Services

Select **WIP** from the IRP screen.



The carrier will select **Proceed**.

Work In Progress

Search Supplement

* Customer No. Fleet No.

Fleet Expiration Year Supplement No.

The "Open" supplement will display.

Distance Details

Customer No. Fleet No. Registrant Name

Expiration Month / Year Supplement No. Supplement Desc.

Estimated Distance Chart ☒ No. of Vehicles Override Contiguous Jur. ☐

Estimated Distance [Show Map](#)

Actual Distance

Total Fleet Distance

Jurisdiction List

Distance Type

Jurisdiction

No. of Jurisdictions

Jur	Distance	Type	Month	Year	Percent
GA	30677	A	10	2009	7.73700
SC	365832	A	10	2009	92.26300

Online Motor Carrier Services

WIP will access the unfinished supplement transaction at the point where the carrier had selected "Quit".

South Carolina Department of Motor Vehicles (SC UAT V04.25.11) - IRP Level v1.0.9.136

Welcome

Distance | WgtGroup | Billing | Payment | MainMenu | Inquiries

Distance Details Add Jurisdiction

Customer No. Fleet No. Registrant Name

Expiration Month / Year / Supplement No. Supplement Desc.

Estimated Distance Chart ☒ No. of Vehicles Override Contiguous Jur. ☐

Estimated Distance Actual Distance Total Fleet Distance

Jurisdiction List

Distance Type

Jurisdiction Add

No. of Jurisdictions Add Blank

<input type="checkbox"/>	Jur	Distance	Type	Month	Year	Percent	<input type="checkbox"/>	Jur	Distance	Type	Month	Year	Percent
<input type="checkbox"/>	GA	30677	A	10	2009	7.73700	<input type="checkbox"/>	NC	0	A	5	2011	0.00000
<input type="checkbox"/>	SC	365832	A	10	2009	92.26300							

Proceed Cancel Remove Refresh Quit Help

Supplements must be completed or cancelled. A supplement must be closed before a new supplement can be processed. Carrier must "proceed" with the transaction or "cancel" the transaction.



Exercise

- 1) Using the correct supplement add a jurisdiction to one of your vehicles but select "QUIT" when you get to the Billing Screen.
- 2) Using WIP complete the Add Jurisdiction supplement that you "Quit" in the previous exercise.

Section 4: Reprint



In this section you will be able to...

- Reprint a Cab Card for a specific vehicle
- Reprint a TEAR for a specific vehicle
- Reprint an Invoice that has been misplaced



Discussion...

Reprinting Credentials and Documents (IRP)

The original generation of credentials (TEARS) and/or invoices and cab card(s) are automatically generated when the supplement is processed. The reprint function is used when the user needs to reprint a credential and/or documents due to error by the user or printer issues. This function can also be used if the user needs to reprint an invoice for a specific supplement when an additional copy is required or needed. The user can reprint for the following types of invoices: Fees by Jurisdiction, Fees by Unit, and Fees for Unit by Jurisdiction. The user will also have the ability to reprint TEARS using this supplement. The user has the option to select specific vehicles to have a TEAR reprinted or they can select the reprint of TEARS for all vehicles listed. Users will have the ability to reprint cab cards and/or TEARS only if the user has processed a Replace Cab Card or Add Jurisdiction function the same day. The system will give the user an error message that the transaction cannot be completed and they need to contact SCDMV Motor Carrier Services. The user will have to use the inquiry function(s) from the previous lessons to obtain certain information they will need in order to use the "Reprint" function.

REMINDER:

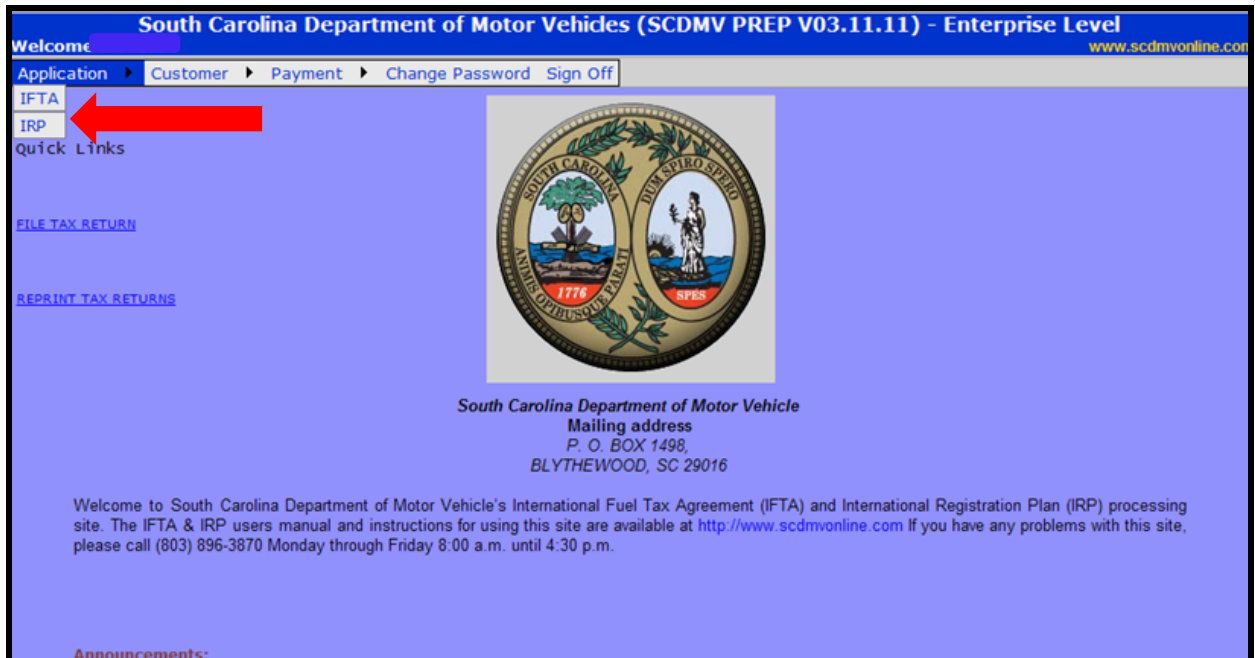
Users will have the ability to reprint cab cards and/or TEARS only if the user has processed a Replace Cab Card or Add Jurisdiction function the same day.

Online Motor Carrier Services

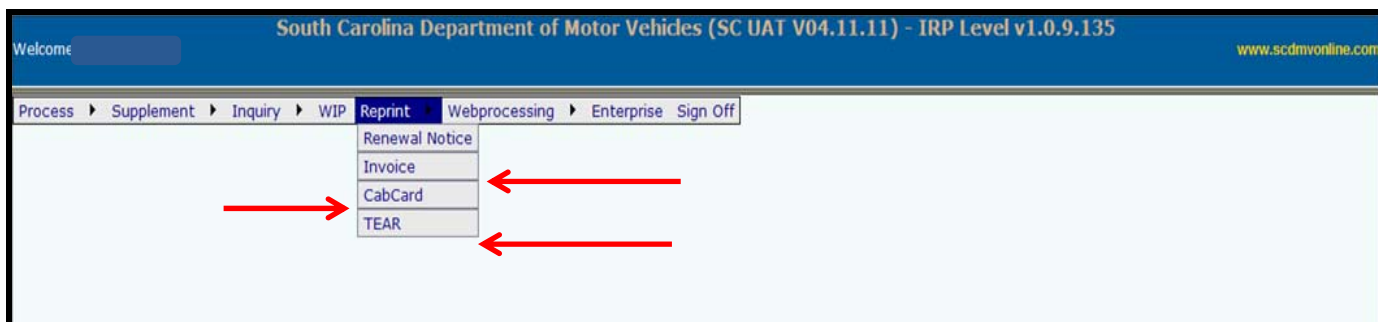


Step-by-Step

- Carrier will sign in and go to **"Application"** where they should select "IRP"



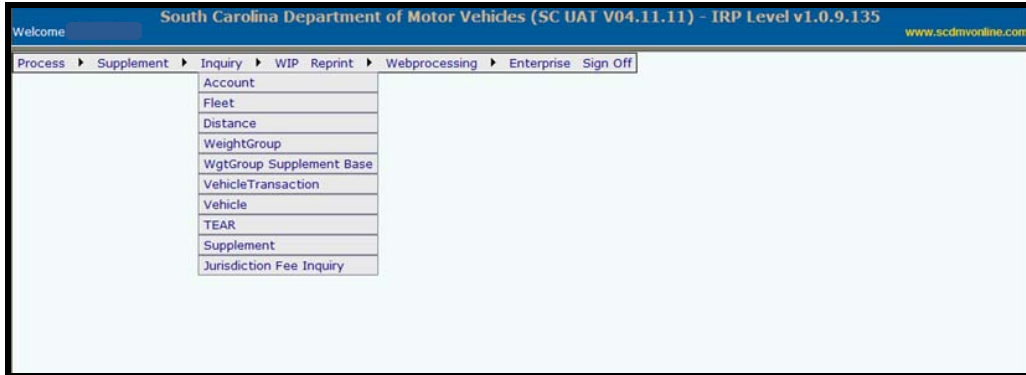
- Carrier will then select the **"Reprint"** function where they will be able to select TEAR, Invoice, or Cabcard.



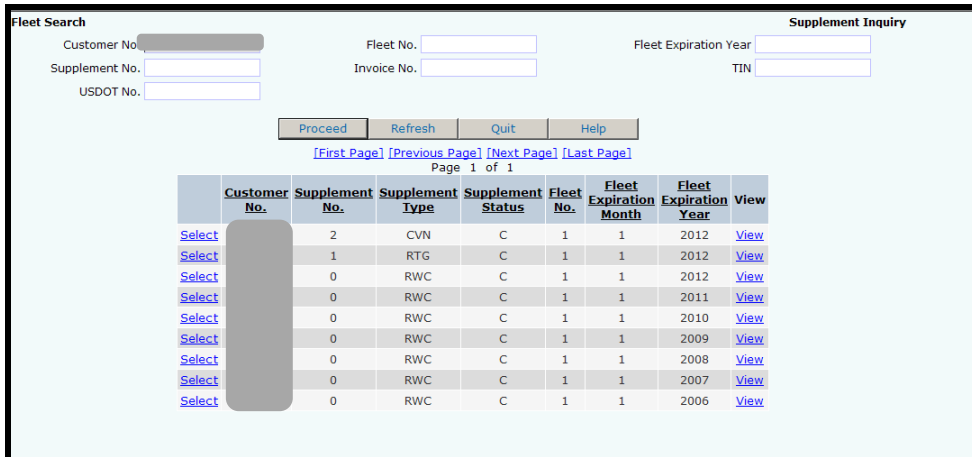
Online Motor Carrier Services

If **TEAR** is selected:

- The user will have to use the Inquiry function that was discussed in previous lessons to obtain information required in order to reprint a TEAR.



- The following information is needed for the TEAR reprint function:
 - Customer number (will be populated automatically)
 - Fleet Expiration Year
 - Fleet Number
 - Supplement Number



****NOTE**** User will obtain required information using the Inquiry function previously discussed.

Online Motor Carrier Services

- User will type information required into the system and select the '**SEARCH**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome [User Name] www.scdmvonline.com

Process ▸ Supplement ▸ Inquiry ▸ WIP Reprint ▸ Webprocessing ▸ Enterprise Sign Off

Reprint **Reprint TEAR**

*Customer No. [Field]
*Fleet Expiration Year 2012
Plate [Field]
Electronic Delivery Type D-PDF
☐ Reprint All Vehicles

*Fleet No. 1
*Supplement No. 2
VIN [Field]
Unit No. [Field]

Search **Generate** **Refresh** **Quit** **Help**

- The system will display all vehicles in the Fleet that has been identified.
- The user should select how they want the TEAR delivered in the drop down box.
- The user can either select the '*Reprint All Vehicles*' select the check box or select the check box beside each vehicle they need to reprint a TEAR for.
- The user will then select the '**GENERATE**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome [User Name] www.scdmvonline.com

Process ▸ Supplement ▸ Inquiry ▸ WIP Reprint ▸ Webprocessing ▸ Enterprise Sign Off

Reprint **Reprint TEAR**

*Customer No. [Field]
*Fleet Expiration Year 2012
Plate [Field]
Electronic Delivery Type D-PDF
☐ Reprint All Vehicles

*Fleet No. 1
*Supplement No. 2
VIN [Field]
Unit No. [Field]

Search **Generate** **Refresh** **Quit** **Help**

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)
Page 1 of 1

<input type="checkbox"/>	Unit No.	VIN	Plate	TEAR No. of Days	TEAR Effective Date
<input checked="" type="checkbox"/>	1	1M2N1B7Y4JV	72	45	04/19/2011

Online Motor Carrier Services

If **Invoice** is selected:

- The user will need to use the Inquiry function to obtain the required information.
- The carrier's customer number will be populated but the user will be required to type the *Fleet number* and *Fleet Expiration Year*.
- The carrier should select the *Invoice Report Type* from the drop down box.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome [User Name] www.scdmvonline.com

Process ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Webprocessing ▶ Enterprise ▶ Sign Off

Reprint Reprint Invoice

* Customer No. [Field]
* Fleet No. [Field]
* Fleet Expiration Year [Field]
Supplement No. [Field]
Electronic Delivery Type: D-PDF
Invoice Report Type: Fees by unit

[Proceed] [Refresh] [Quit] [Help]

Expanded Dropdown: Fees for Unit by Jurisdiction, Fees by Jurisdiction, Fees for Unit, Fees for Unit by Jurisdiction

- Once the information is typed into the system the user will select '**Proceed**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome [User Name] www.scdmvonline.com

Process ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Webprocessing ▶ Enterprise ▶ Sign Off

Reprint Reprint Invoice

* Customer No. [Field]
* Fleet No. 1
* Fleet Expiration Year 2012
Supplement No. [Field]
Electronic Delivery Type: D-PDF
Invoice Report Type: Fees by unit

[Proceed] [Refresh] [Quit] [Help]

Online Motor Carrier Services

****NOTE**** If a specific supplement is not entered the system will return a list of supplements and the user will need to select the supplement they want to obtain an invoice for. However, if the user inputs what type of supplement they want an invoice for the system will automatically generate the invoice.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome [User Name] www.scdmsonline.com

Process > Supplement > Inquiry > WIP Reprint > Webprocessing > Enterprise Sign Off

Reprint **Reprint Invoice**

* Customer No. [Redacted] * Fleet No. 1
* Fleet Expiration Year 2012 Supplement No. [Redacted]
Electronic Delivery Type D-PDF Invoice Report Type Fees by unit

Proceed Refresh Quit Help

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)
Page 1 of 1

	Customer No.	Fleet No.	Fleet Expiration Year	Fleet Expiration Month	Sup No.
Select	[Redacted]	1	2012	1	0
Select	[Redacted]	1	2012	1	1
Select	[Redacted]	1	2012	1	2

- Once the user selects the "[Select](#)" what supplement they need an Invoice reprinted for that line will highlight and then the user will select the 'Proceed' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome [User Name] www.scdmsonline.com

Process > Supplement > Inquiry > WIP Reprint > Webprocessing > Enterprise Sign Off

Reprint **Reprint Invoice**

* Customer No. [Redacted] * Fleet No. 1
* Fleet Expiration Year 2012 Supplement No. 1
Electronic Delivery Type D-PDF Invoice Report Type Fees by unit

Proceed Refresh Quit Help

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)
Page 1 of 1

	Customer No.	Fleet No.	Fleet Expiration Year	Fleet Expiration Month	Sup No.
Select	[Redacted]	1	2012	1	0
Select	[Redacted]	1	2012	1	1
Select	[Redacted]	1	2012	1	2

Online Motor Carrier Services

- The invoice will automatically be generated once the '**Proceed**' command button is selected. The user will receive the message stating "*Invoice successfully generated*".


South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135 www.scdmvonline.com

Welcome : []

Process > Supplement > Inquiry > WTP Reprint > Webprocessing > Enterprise Sign Off

• IRPREP01: Invoice successfully generated

Copy of Invoice that was generated:

 **SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES**
MOTOR CARRIER SERVICES
* IRP UNIT *
P. O. BOX 1498 • BLYTHEWOOD, SC 29018 • (803) 896-3870
<http://www.scdmvonline.com>

INVOICE#: 228466
INVOICE DATE: 04/19/2011

CUSTOMER NUMBER: 1
FLEET NUMBER: 1
SUPPLEMENT NUMBER: 1
REGISTRATION YEAR: 2012
NUMBER REG MONTHS: 10
NO. POWER VEHICLE: 1
NO. BUSES: 0
FLEET EXP DATE: 01/31/2012
SUPPLEMENT EFF DATE: 04/19/2011
PROCESSOR:
PAYER:

TO:
DBA Name:
ADDR:

SUPPLEMENT TRANSACTION TYPE: REPLACE PLATE

	Amount	Total
Cab Card Fees:	\$0.00	
Replacement Plate Fees:	\$6.00	
FOOSO Vehicle Reinstatement Fees:	\$0.00	
Transfer Fees:	\$0.00	
Late Vehicle Registration Fees:	\$0.00	
Late Renewal Fees:	\$0.00	
Late Payment Penalty:	\$0.00	
Manual Adjustment Amount:	\$0.00	
Other Administrative Fees:	\$0.00	
Total Administrative Fees Due:		\$6.00
Registration Due Base Jurisdiction:	\$0.00	
Base Jurisdiction Credit Amount:	\$0.00	
Total Net Due Base Jurisdiction:		\$0.00
Amount Due Foreign Jurisdiction:	\$0.00	
Foreign Jurisdiction Credit Amount:	\$0.00	
Total Net Due Foreign Jurisdiction:		\$0.00
Total Supplement Amount:	\$6.00	
Total Credit Amount:	\$0.00	
Total Due:		\$6.00
Amount Paid:		\$6.00
Net Amount Due:		\$0.00

Include the following with your payment:

- 1.A copy of this INVOICE
- 2.A copy of IRS 2290, SCHEDULE 1
For all the vehicles with a GVW of \$5,000 or greater unless purchased within 60 days
- 3.Late registration penalties are as follows per vehicle:
1st 14 Days - \$10.00; 15-30 Days - \$25.00; 31-90 Days - \$50.00; Over 90 Days - \$75.00
- 4.Remittance in the form of checks must be in the name of the IRP Account holder for the exact amount of payment and payable to the S.C.Dept of Motor Vehicles. Write the customer number on your check.

COMMENT :

Online Motor Carrier Services

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES
 * IRP UNIT *
 P. O. BOX 1498 • BLYTHEWOOD, SC 29018 • (803) 896-3870
<http://www.scdmvonline.com>

INVOICE#: 228466
 INVOICE DATE: 04/19/2011

TO: DBA Name:
 ADDR:

CUSTOMER NUMBER:
 FLEET NUMBER: 1
 SUPPLEMENT NUMBER: 1
 REGISTRATION YEAR: 2012
 NUMBER REG MONTHS: 10
 NO. POWER VEHICLE: 1
 NO. BUSES: 0
 FLEET EXP DATE: 01/31/2012
 SUPPLEMENT EFF DATE: 04/19/2011
 PROCESSOR:
 PAYER:

*****IRP JURISDICTIONAL FEES*****

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR	FEE	CREDIT	FEES DUE
NC	E2	7,944	66.51600	\$0.00	\$0.00	\$0.00
FOREIGN JURISDICTIONS TOTAL				7,944	66.51600	\$0.00
SC	A	3,999	100.00000	\$0.00	\$0.00	\$0.00
TOTAL				11,943	166.51600	\$0.00

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
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<http://www.scdmvonline.com>

INVOICE#: 228466
 INVOICE DATE: 04/19/2011

TO: DBA Name:
 ADDR:

CUSTOMER NUMBER:
 FLEET NUMBER: 1
 SUPPLEMENT NUMBER: 1
 REGISTRATION YEAR: 2012
 NUMBER REG MONTHS: 10
 NO. POWER VEHICLE: 1
 NO. BUSES: 0
 FLEET EXP DATE: 01/31/2012
 SUPPLEMENT EFF DATE: 04/19/2011
 PROCESSOR:
 PAYER:

*****UNIT JURISDICTION FEES*****

UNIT NO.	VEHICLE IDENTIFICATION	GROSS WGT	FEES DUE
1	1M2N1B7Y4JWQ <input type="text"/>	80000	\$0.00
AMOUNT DUE ALL ACTIVE UNITS (IRP FEES ONLY):			\$0.00

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES
 * IRP UNIT *
 P. O. BOX 1498 • BLYTHEWOOD, SC 29018 • (803) 896-3870
<http://www.scdmvonline.com>

INVOICE#: 228466
 INVOICE DATE: 04/19/2011

TO: DBA Name:
 ADDR:

CUSTOMER NUMBER:
 FLEET NUMBER: 1
 SUPPLEMENT NUMBER: 1
 REGISTRATION YEAR: 2012
 NUMBER REG MONTHS: 10
 NO. POWER VEHICLE: 1
 NO. BUSES: 0
 FLEET EXP DATE: 01/31/2012
 SUPPLEMENT EFF DATE: 04/19/2011
 PROCESSOR: 17770328
 PAYER:

*****UNIT JURISDICTION FEES*****

TOTAL	FEE	CREDIT	FEES DUE
	\$0.00	\$0.00	\$0.00

*****ADMINISTRATIVE JURISDICTION FEES*****

DESCRIPTION	FEES DUE
ADMINISTRATION FEES:	\$6.00
TOTAL	\$6.00



Exercise

Using the customer number provided reprint an Invoice.

Online Motor Carrier Services

- System will populate all vehicles listed under that fleet.
- User can select the check box beside the Unit No. of specific vehicles
or
- If all cab cards need to be reprinted the '*Reprint All Vehicles*' check box can be selected.
- The user will then select the '**Generate**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome | Process | Supplement | Inquiry | WIP | Reprint | Webprocessing | Enterprise | Sign Off

Reprint

* Customer No. [redacted] * Fleet No. 1

* Fleet Expiration Year 2012 Supplement No. [redacted]

Plate [redacted] VIN [redacted]

Unit No. [redacted]

Electronic Delivery Type D-PDF

☒ Reprint All Vehicles

Search Generate Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

<input type="checkbox"/>	Unit No.	VIN	Plate	Supplement No.
<input checked="" type="checkbox"/>	808	1XP5D49X97N677352	P782089	1

****Reminder**** If carrier has numerous vehicles for the Fleet they should use the "Page" buttons to find specific vehicles.

- The system will give the user the message "Cab Card(s) generated successfully."

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome | Process | Supplement | Inquiry | WIP | Reprint | Webprocessing | Enterprise | Sign Off

IRPGEN239: Cab Card generated successfully.

Reprint

* Customer No. [redacted] * Fleet No. 1

* Fleet Expiration Year 2012 Supplement No. [redacted]

Plate [redacted] VIN [redacted]

Unit No. [redacted]

Electronic Delivery Type D-PDF

☐ Reprint All Vehicles

Search Generate Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

<input type="checkbox"/>	Unit No.	VIN	Plate	Supplement No.
<input type="checkbox"/>	808	1XP5D49X9 [redacted]	P782 [redacted]	1

Online Motor Carrier Services

- If the user attempts to use the reprint cab card function without having processed a 'Replace Cab Card' transaction the same day they will receive an error message from the system stating: "*Cab Cards for this supplement cannot be reprinted. Please contact SC Motor Carrier office*".

The screenshot displays the SCDMV online portal interface. At the top, a blue header bar contains the text "South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135" and the URL "www.scdmvonline.com". Below the header, a navigation menu includes links for "Process", "Supplement", "Inquiry", "WIP", "Reprint", "Webprocessing", "Enterprise", and "Sign Off". A yellow error message banner is visible, stating: "IRPGEN286: Cab Cards for this supplement cannot be reprinted. Please contact SC Motor Carrier office." A red arrow points from the "Reprint Cab Card" button to this error message. The "Reprint" section contains a form with the following fields: "Customer No." (with a masked input), "Fleet No." (set to 1), "Fleet Expiration Year" (set to 2011), "Supplement No." (with a masked input), "Plate" (with a masked input), "VIN" (with a masked input), "Unit No." (with a masked input), and "Electronic Delivery Type" (set to D-PDF). There is also a checkbox for "Reprint All Vehicles". At the bottom of the form are buttons for "Search", "Generate", "Refresh", "Quit", and "Help".



Exercise

Using the customer number provided request a reprint of the cab card you processed a Replace Cab Card supplement.

Section 5: Web Processing



In this section you will be able to...

- Demonstrate how to upload documents to be reviewed by SCDMV Motor Carrier Services.
- Explain how approval of the documents will be communicated to carrier or service provider.



Discussion...

Carriers or service providers must submit all documents required to SCDMV by uploading them to the web, faxing, or emailing. The carrier or service provider will be able to proceed to the invoice and pay for their transaction online but is not required. The account will go into a "Pending" status and stay in that status until all documents that are required have been received by SCDMV, approved, and SCMDV updates the account. The system will generate a list of all outstanding documents that are required to be submitted based on the web transaction the carrier is performing. The system will generate credentials that can be generated and it will print out a list of outstanding documents that need to be submitted.

SCDMV will run a daily report to retrieve a list of web transactions. SCDMV will verify documentation that has been uploaded using the web-processing function, approve or disapprove the documentation, and update the carrier's account accordingly. If the carrier still has outstanding documents that need to be submitted the system will generate an invoice but it will remain in a Web-Processing pending status in WIP. Once all documents have been received and approved the account will be updated and an email will be sent to the carrier or service provider from SCDMV stating that the transaction has been approved and is ready for payment. The carrier or service provider will then be able to finish out their transaction by going into WIP to submit payment and generate/ print credentials that are allowed to be generated /printed from the online services.

Once the carrier or service provider has submitted a supplement to SCDMV no further changes can be made. If the carrier attempts to make additional changes to a supplement the carrier will receive a warning message stating **"One transaction has been submitted to SCDMV no changes will be allowed"**.

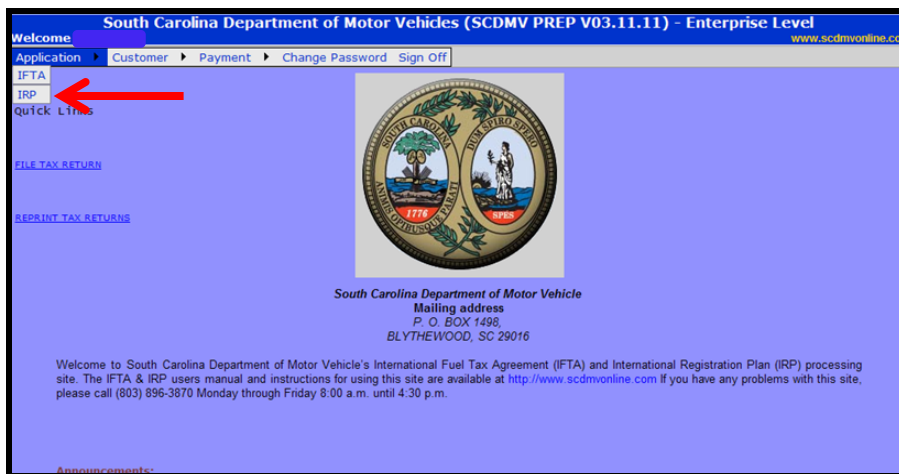
Online Motor Carrier Services

Reminder: It is also very important that carriers understand that even if they start a web transaction(s) and submits with outstanding requirements to be met you will still be subject to penalties and/or interest applied if the transaction is not paid and completed by the IFTA due date and/or by the IRP expiration date.



Step-by-Step

- User will sign on and select "IRP" underneath Application.



- Carrier will go to Webprocessing and select "Submit".



Online Motor Carrier Services

- Carrier's customer number will be populated automatically.
- System requires user to enter the following into the system:
 - Fleet number
 - Expiration Year
 - Supplement number

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135

Welcome

Process Supplement Inquiry WIP Reprint Webprocessing Enterprise Sign Off

Web Processing

* Customer No. 17788273

* Supplement No.

Upload File Browse...

Comment

* Fleet No.

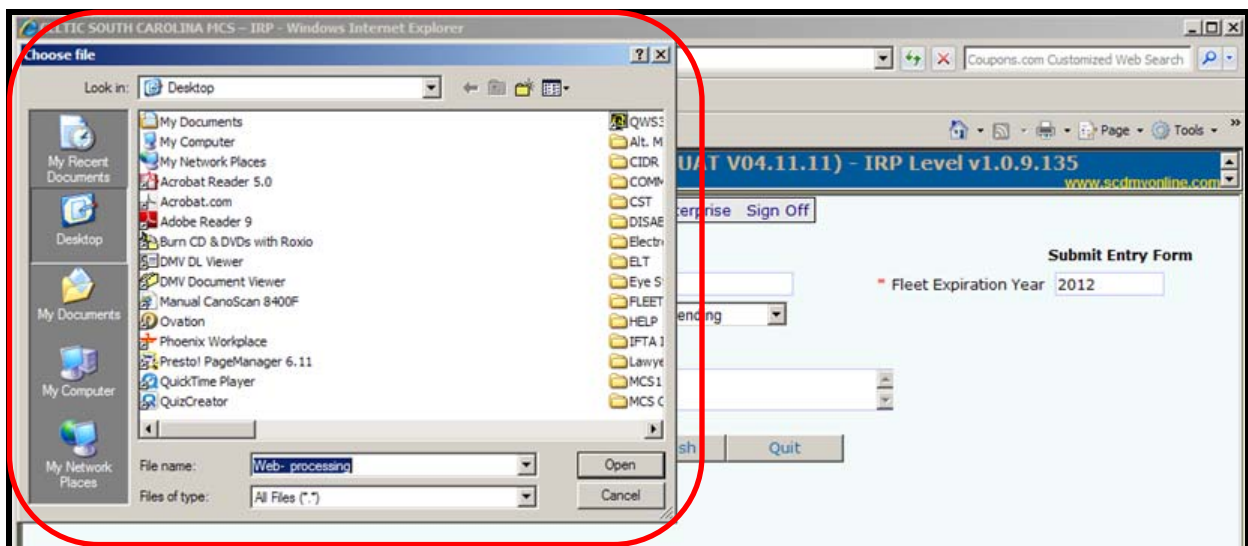
Status Pending

* Fleet Expiration Year

Submit Entry Form

Submit View List Refresh Quit

- User will then select "Browse" and locate the file they want to attach from their computer.
- The file can be attached by either double clicking on the file name or selecting 'Open'.



****NOTE**** Documents that are being submitted must be scanned in as one file. The user will only be able to upload one file to the system. The system will not allow user to upload more documents to the system once the supplement has been submitted.

- The file name that was attached will appear in the "upload file" text box.

Online Motor Carrier Services

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135
www.scdmvonline.com

Welcome

Process ▸ Supplement ▸ Inquiry ▸ WIP Reprint ▸ Webprocessing ▸ Enterprise Sign Off

Web Processing

* Customer No.
* Supplement No.
Upload File C:\Documents and Settings Browse...
Comment

* Fleet No. 1
Status Pending

* Fleet Expiration Year 2012

Submit Entry Form

Submit View List Refresh Quit

****NOTE**** If the carrier wishes to add any comments concerning this web-processing function they will have the ability to by using the “comment” text box. The carrier has a limit of 140 characters should they need to leave a comment.

- The user will then select the 'Submit' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135
www.scdmvonline.com

Welcome

Process ▸ Supplement ▸ Inquiry ▸ WIP Reprint ▸ Webprocessing ▸ Enterprise Sign Off

Web Processing

* Customer No.
* Supplement No. 1
Upload File C:\Documents and Settings Browse...
Comment TEST

* Fleet No. 1
Status Pending

* Fleet Expiration Year 2012

Submit Entry Form

Submit View List Refresh Quit

- User will receive message stating “*Record successfully updated*” if there are no problems with uploading file.

Online Motor Carrier Services

The screenshot shows the South Carolina Department of Motor Vehicles (SCDMV) online portal. The title bar reads "South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IRP Level v1.0.9.135". The URL is "www.scdmvonline.com". The navigation menu includes "Welcome", "Process", "Supplement", "Inquiry", "WIP", "Reprint", "Webprocessing", "Enterprise", and "Sign Off". A red box highlights a message: "• IRPWEBP01: Record successfully updated." Below this is the "Web Processing" form. The form includes fields for "Customer No.", "Supplement No.", "Fleet No.", "Fleet Expiration Year", "Status" (set to "Pending"), "Upload File" (with a "Browse..." button), and a "Comment" text area. At the bottom are buttons for "Submit", "View List", "Refresh", and "Quit".



Exercise

Using the provided customer number upload documents to be reviewed by MCS using the 'Webprocessing' function.

****NOTE**** Documents for this exercise have been saved to the desktop already.

Lesson 5- IFTA



In this section you will be able to...

- Identify which Supplement to use in order to issue additional decals
- Demonstrate issuing additional decals
- Issue a duplicate license using the carrier data provided
- Renew Fleet
- File Tax return/amend tax return
- Supplement –Renew Fleet (Another way to renew)
- Reprint Renewal Notice/Tax Return

Section 1: Supplement

Duplicate License



Discussion...

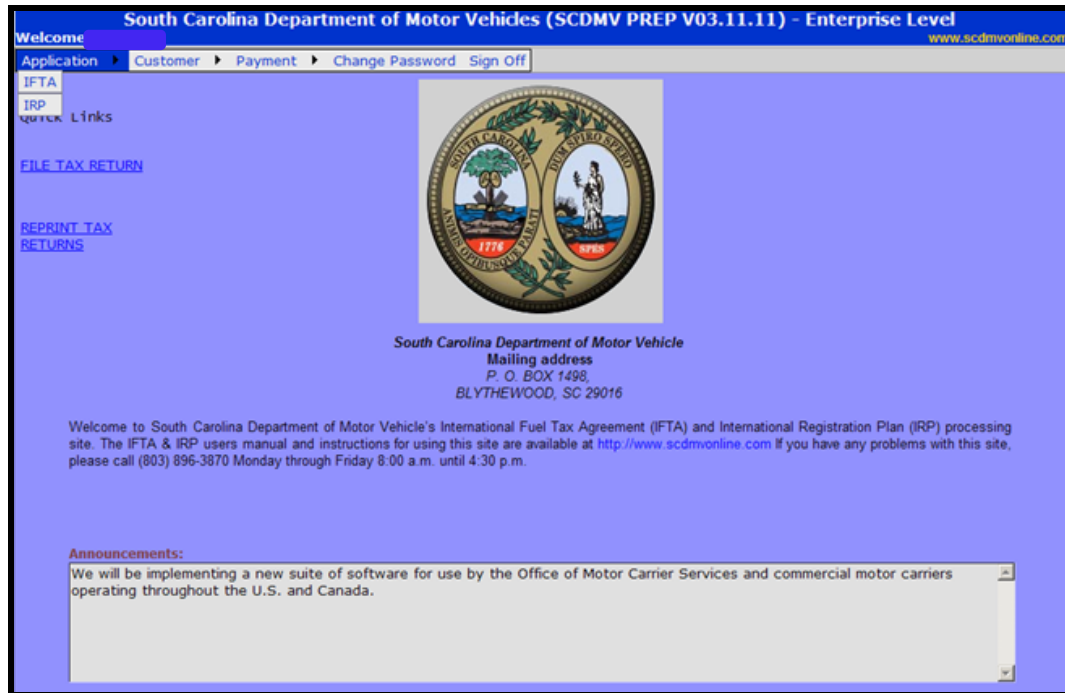
Duplicate License

This supplement will allow the carrier to obtain a replacement license if they lost or misplaced the IFTA License. Since there is no charge or approval needed for the Duplicate License transaction the carrier will be able to complete the process and print out their Duplicate IFTA license. However the system will stop the transaction if the carrier has not filed their four consecutive quarterly filings or if there are any type of suspension and/or revocations.

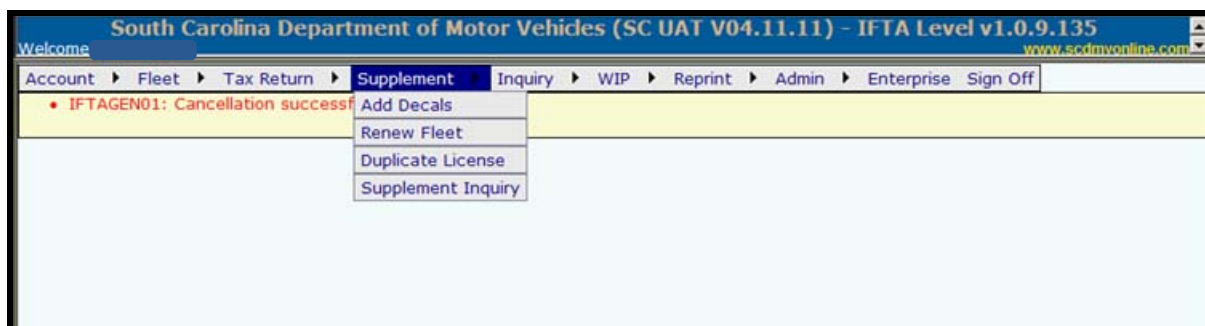


Step-by-Step

- Carrier will sign on and select "IFTA" under "Application".



- Carrier will then select the "Supplement" function and select the "Duplicate License" supplement.



Online Motor Carrier Services

- The carrier's customer number will automatically populate in the system.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135
www.scdmvonline.com

Account > Fleet > Tax Return > Supplement > Inquiry > WIP > Reprint > Admin > Enterprise > Sign Off

{W} IRPWEBP13: You may quit from any point in the transaction. Go to Web Processing >> Submit menu option and press SUBMIT, if you want to submit the supplement for review by SCDMV. After selecting SUBMIT, you will not be able to change supplement and information without contacting SCDMV.

Fleet Search Duplicate License

* Customer No. [redacted]
Fleet No. [redacted] * License Year [redacted]

Proceed Refresh Quit Help

- The user will need to provide the system with the License year for the Duplicate License they are trying to obtain.
- The user will then select the '**Proceed**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135
www.scdmvonline.com

Account > Fleet > Tax Return > Supplement > Inquiry > WIP > Reprint > Admin > Enterprise > Sign Off

{W} IRPWEBP13: You may quit from any point in the transaction. Go to Web Processing >> Submit menu option and press SUBMIT, if you want to submit the supplement for review by SCDMV. After selecting SUBMIT, you will not be able to change supplement and information without contacting SCDMV.

Fleet Search Duplicate License

* Customer No. [redacted]
Fleet No. [redacted] * License Year [2011]

Proceed Refresh Quit Help

- The system will display the carrier's information. The user will need to select the '**Select**' button on the screen.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135
www.scdmvonline.com

Account > Fleet > Tax Return > Supplement > Inquiry > WIP > Reprint > Admin > Enterprise > Sign Off

Fleet Search Duplicate License

* Customer No. [redacted]
Fleet No. [redacted] * License Year [2011]

Proceed Refresh Quit Help

Customer No.	Fleet No.	Fleet Expiration Year
[redacted]	1	2011

Select

Online Motor Carrier Services

- The row of information selected will be highlighted.
- The user will then select the '**Proceed**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome

Account | Fleet | Tax Return | Supplement | Inquiry | WIP | Reprint | Admin | Enterprise | Sign Off

• {W} IRPWEBP13: You may quit from any point in the transaction. Go to Web Processing >> Submit menu option and press SUBMIT, if you want to submit the supplement for review by SCDMV. After selecting SUBMIT, you will not be able to change supplement and information without contacting SCDMV.

Fleet Search

* Customer No. [] Fleet No. 1 * License Year 2011

Proceed Refresh Quit Help

Customer No. Fleet No. Fleet Expiration Year

Select [] 1 2011

- The user will be directed to the "*Credential Assignment*" screen where they will decide how they want the credential delivered.
- Once the user has decided on the delivery type they will select the '**Proceed**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome

Account | Fleet | Jurisdiction | Credentials | MainMenu | Inquiries

Credential Assignment

Customer No. [] Registrant Name [] Duplicate License

Fleet No. 1 License Year 2011

Supplement No. 1 Supplement Desc. DUPLICATE LICENSE

Effective Date 01/01/2011

Credentials Assignment Details

Credentials Issued Date 04/25/2011 Electronic Delivery Type D-PDF

Proceed Cancel Refresh Quit Help

D-PDF
D-PDF
E-Mail
F-Fax

mikal.reames@scdmv.net

- If the transaction is processed with no problem the user will receive a message form the system stating, "**Credential generated successfully**".

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome

Account | Fleet | Tax Return | Supplement | Inquiry | WIP | Reprint | Admin | Enterprise | Sign Off

• Credential generated successfully.

Online Motor Carrier Services

Copy of Duplicate IFTA License generated by system:

STATE OF SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES INTERNATIONAL FUEL TAX AGREEMENT (IFTA) LICENSE					
A copy of this license must appear in each motor vehicle. This license is issued under the terms of the International Fuel Tax Agreement and is valid for vehicles operated by the licensee in all IFTA jurisdictions					
IFTA-2 (8/96)	Customer No. <input type="text"/>	Fleet No. 1	Expiration Date 12/31/2011	Effective Date 01/01/2011	License Year 2011
MAILING ADDRESS: <input type="text"/>			PHYSICAL ADDRESS: 6 A <input type="text"/>		

RETAIN THIS PORTION FOR YOUR RECORDS
DETACH LICENSE HERE

ENCLOSED ARE YOUR IFTA LICENSE AND DECALS. YOU ARE REQUIRED TO MAKE LEGIBLE COPIES OF THIS LICENSE SO A COPY IS CARRIED IN EACH QUALIFIED MOTOR VEHICLE.

EACH VEHICLE MUST DISPLAY ONE SET OF DECALS ON THE EXTERIOR PORTION OF THE QUALIFIED MOTOR VEHICLE'S CAB- ONE DECAL ON EACH SIDE. DO NOT DISPLAY DECALS ON WINDSHIELDS, SIDE VENT WINDOWS, SADDLE TANKS, OR TRAILERS. YOU MUST REMOVE ALL EXPIRED DECALS. FAILURE TO DISPLAY THE DECALS IN THE REQUIRED LOCATION MAY RESULT IN A CITATION ISSUED BY LAW ENFORCEMENT OFFICIALS. IN ADDITION, JURISDICTIONS MAY REQUIRE YOU TO PURCHASE A SINGLE TRIP PERMIT IF DECALS ARE NOT PROPERLY DISPLAYED.

IF AT ANY TIME DURING THE YEAR, YOU GO OUT OF BUSINESS OR OTHERWISE VOLUNTARILY CLOSE YOUR MOTOR FUEL USE TAX ACCOUNT, PLEASE CONTACT US. UPON CLOSURE OF YOUR ACCOUNT YOU WILL BE REQUIRED TO DESTROY THIS LICENSE AND ALL COPIES. ALSO YOU MUST REMOVE ALL RELATED DECALS ISSUED BY THE SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES.

IF YOU HAVE ANY QUESTIONS, PLEASE WRITE OR CALL OUR OFFICE WEEKDAYS BETWEEN 8:30 A.M. TO 5:00 P.M.

OUR ADDRESS AND TELEPHONE NUMBER ARE LISTED BELOW.

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES

Physical Address:
10311 Wilson Blvd.
Blythewood, South Carolina 29016

Mailing Address:
P.O. BOX 1498
Blythewood, SC 29016
(803) 896-3870
FAX: (803) 896-2698



Exercise

Using the customer number provided process a Duplicate IFTA License.

Add Decals



Discussion...

A carrier or service provider will be able to request additional decals at any time using the MCS website. The Additional Decal supplement allows the carrier to request additional decals to a specific fleet, and license year. The IFTA fleet status must be Active and without outstanding fees due for previous tax returns or audits. A return must have been filed for the most recent quarter. When a carrier applies for additional decals on the web, the year, make and vin are required which we will accept as the equipment list. The carrier will be getting a temporary IFTA which gives them 30 days to travel until the decals are received in the mail. The carrier must be in good standing before any additional decals can be issued. There is no fee for additional decals. Whenever a decal is requested the carrier will receive two matching decals which will be issued to each fleet vehicle. Upon renewal new decals will also be issued. In order to be eligible for additional decals, all prior quarterly tax returns must be completed and paid. SCDMV has the right to request an equipment listing for the additional decals that the company has previously issued prior to issuing future request for additional decals.

A replacement decal may be issued for a decal that has been destroyed, damaged or faded.

Certain steps must be taken when a carrier is requesting additional decals. The carrier must:

1. Review their documentation
2. Verify fleet information
3. Verify that they do not owe money for a Tax Return
4. Issue Additional decals

What are the requirements for issuing additional decals?

1. Review Documentation

- If the account and fleet statuses are active and no changes are required and all tax returns have been filed and paid the carrier can then request additional decals.

NOTE: If the carrier owes money or there is any kind of alerts the system will not allow the carrier to access the website to request additional decals.

Online Motor Carrier Services

If the carrier is informed that they have an outstanding tax return, the carrier can review tax returns by going to INQUIRY or contact Motor Carriers. **REMINDER**

2. Request Additional Decals, If Applicable



Step-by-Step

- From the IFTA menu, select **ADD DECALS** from the **SUPPLEMENT** tab to display the Fleet Search screen.
- Customer number will automatically populate. Enter the Fleet number and License year
- Select **PROCEED** to display the *IFTA Additional Decal screen*.

- Enter the number of IFTA decal sets requested or allowed based upon SCDMV. Comments may be entered if necessary.
- Select PROCEED to display the verification screen
- On the verification screen: Verify the number of Decal Sets requested then select Proceed to display the Credential Assignment screen
- Select the appropriate Electronic Delivery Type.

For each set of Decals requested the carrier must enter the vehicle information that includes: the VIN, Make, unit number and Model year. Once the carrier enters this information the carrier will select ADD.

Online Motor Carrier Services

IFTA 30 Day Temporary Decal Add Decals

Customer No. Registrant Name
Fleet No. DBA Name
Supplement No. License Year
No. of Sets of Decals Supplement Desc.
Permit Effective Date Permit Expiration Date

Vehicle Information

* VIN * Make * Unit No. * Model Year Add

	VIN	Make	Unit No.	Model Year
Delete	1M2N1B7Y4JW	MACK	1	1988

[Proceed](#) [Refresh](#) [Quit](#) [Help](#)

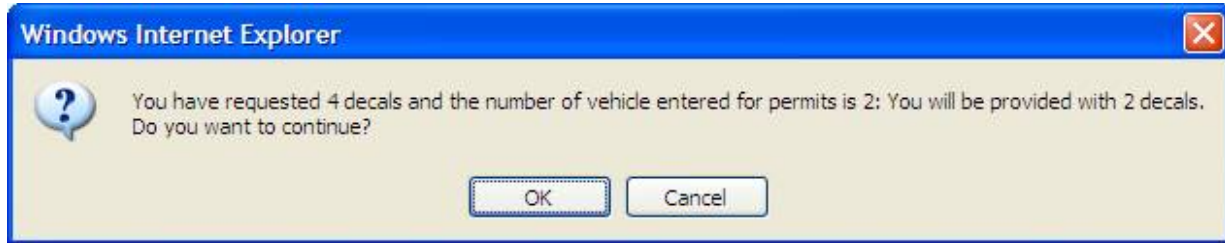
Once the carrier selects ADD the decal screen will display with the information that was entered in the entry fields and a blank line for additional vehicles if needed.

Note: If additional decals are required, the carrier will select ADD after entering the data for each vehicle.

If the information for a particular vehicle is incorrect, the carrier will be able to delete the vehicle by selecting the DELETE link associated with that vehicle. The carrier should then re-enter the vehicle information. The number of vehicles entered cannot exceed the number of decal sets requested for the supplement.

However, if a carrier request 4 sets of decals but only enters vehicle information for 2 vehicles the system will prompt the carrier with a pop-up message:

Online Motor Carrier Services



The carrier has the two options:

- 1) Select the Cancel command button and add the additional vehicle information omitted.
 - 2) Select OK command button and receive 2 sets of additional decals.
- Select Proceed and the IFTA 30 Day Temporary Decal Verification screen displays. If the information is correct the carrier will select Proceed.

A screenshot of the "IFTA 30 Day Temporary Decal Verification" screen from the South Carolina Department of Motor Vehicles. The screen has a blue header with the text "South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135" and the URL "www.scdmsonline.com". Below the header are tabs for "Credentials", "Permit", "Main Menu", and "Inquiries". The main content area is titled "IFTA 30 Day Temporary Decal Verification" and "Add Decals". It contains several fields for input and display: "Customer No.", "Fleet No.", "Supplement No.", "No. of Sets of Decals", "Permit Effective Date", "Registrant Name", "DBA Name", "License Year", "Supplement Desc.", and "Permit Expiration Date". Below these fields is a table for "Vehicle Information" with columns for "VIN", "Make", "Unit No.", and "Model Year". The table contains one row with the following data: VIN: 1M2N1B7Y4J, Make: MACK, Unit No.: 1, Model Year: 1988. At the bottom of the screen are two buttons: "Proceed" and "Back".

If the delivery type selected was PDF, the International Fuel Tax Agreement Temporary Decal screen will populate.

Online Motor Carrier Services

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES
* IFTA UNIT *
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
<http://www.scdmvonline.com>

**INTERNATIONAL FUEL TAX AGREEMENT
TEMPORARY DECAL**

Customer No.:
Registrant Name:
DBA Name:
Address:

VIN: 1M2N1B7Y4JW

Unit No.: 1

Base Jurisdiction: SC

Temporary No.: 6

Issue Date: 04/19/2011

Expiration Date: 05/19/2011

Once the carrier saves and closes the document a screen will display stating that the supplement (Add Decals) is submitted successfully in Queue for SCDMV to review. After successful review the carrier will receive the credentials in the mail.

Welcome [User Name] South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135 www.scdmvonline.com

[Account](#) ▶ [Fleet](#) ▶ [Tax Return](#) ▶ [Supplement](#) ▶ [Inquiry](#) ▶ [WIP](#) ▶ [Reprint](#) ▶ [Admin](#) ▶ [Enterprise](#) [Sign Off](#)

• Supplement [ADD DECALS] is submitted successfully in Queue for SCDMV to review. After successful review you will receive the credentials in mail. Credential generated successfully.



Questions

Online Motor Carrier Services

1. From the "Add Decals" screen once the carrier selects "Proceed" what documents will be generated?
 - a. Temporary IFTA Decal.
 - b. The Invoice
 - c. Verification form to be signed by the customer
 - d. None of the above\
2. What is the purpose of the "Cancel" command button when issuing additional decals?
 - a. The additional decals transaction will be completely cancelled
 - b. The transaction can be access through the IFTA application level menu
 - c. The transaction will be saved in order to access at a later date
 - d. None of the above



Exercise

Using the customer number provided, issue one (1) set of additional decals.

Using the customer number provided issue another set of decals; however, select the "Quit" command button on the "Add Decals" screen.

Tax Return



In this section you will be able to...

- Process a tax return using the MCS website



Discussion...

All carriers must file an IFTA quarterly tax return with the Motor Carrier Services section, reporting their miles traveled and fuel purchase for the quarter. This return must include the total miles traveled and the total gallons of fuel purchased during the reporting period.

The carrier or service provider will now be able to file their quarterly tax returns and file amended tax returns if needed using the MCS website.

IFTA Quarterly tax returns are processed quarterly. The quarterly tax return is due on the last day of the month following the quarter.

- 1st Quarter—April 30
- 2nd Quarter—July 31
- 3rd Quarter—October 31
- 4th Quarter—January 31

All quarterly tax returns processed through the website after the due date will incur a penalty and interest and possibly would cause the carrier or service provider to be revoked from having access to the MCS website because the carrier will have outstanding liabilities stated in the IRP/IFTA Web agreement.

A carrier must file a tax return even if the carrier does not operate or purchase any fuel during the quarter. These are called “no operations” returns.

All IFTA tax returns are to be reported in United States measurements. If the carrier has Canadian travel and fuel purchase, the conversion rates are:

1 Liter = .2642 gallons

1 Kilometer = .62137 miles

An amended return should be filed whenever the carrier determines that an error was made on the original return. SCDMV may also request amended returns on an as needed basis. Penalties and interest will be applied to an amended return in the same manner as a delinquent return.



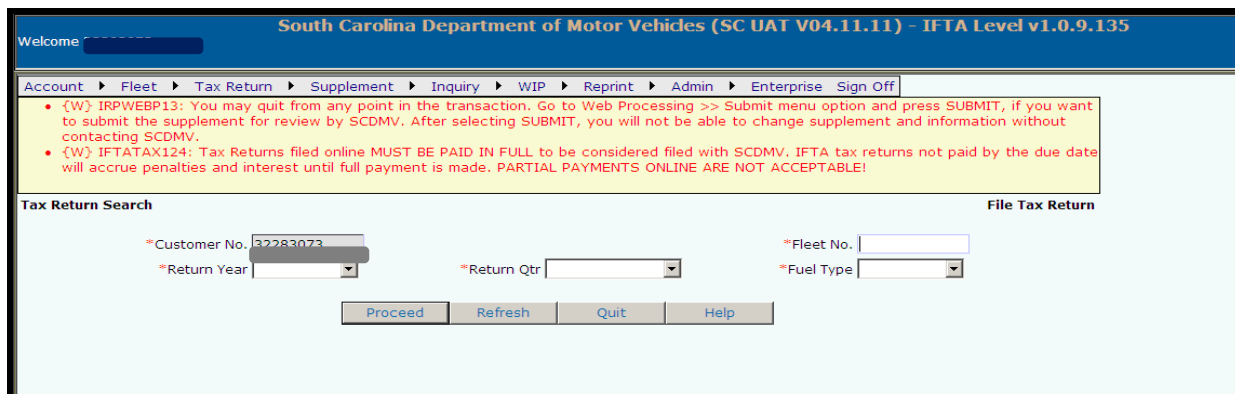
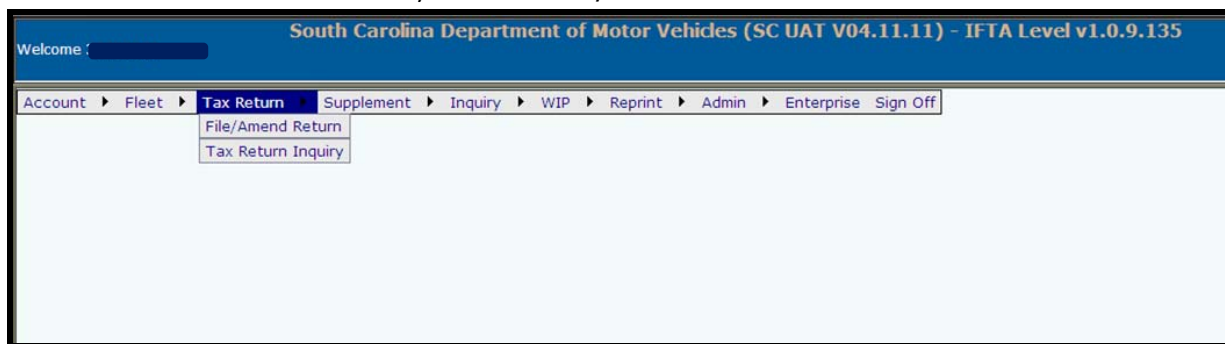
Step-by-Step

Online Motor Carrier Services

- Select IFTA from the Enterprise screen.



- From the IFTA menu, select "File/Amend Return" from the TAX RETURN tab



- On the Tax Return Search screen, enter the Return Year, Return Quarter, Fleet number and Fuel type. Fuel type can be entered by selecting the drop down arrow and making the selection.

Online Motor Carrier Services

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome [User Name]

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise ▶ Sign Off

- {W} IRPWEP13: You may quit from any point in the transaction. Go to Web Processing >> Submit menu option and press SUBMIT, if you want to submit the supplement for review by SCDMV. After selecting SUBMIT, you will not be able to change supplement and information without contacting SCDMV.
- {W} IFTATAX124: Tax Returns filed online MUST BE PAID IN FULL to be considered filed with SCDMV. IFTA tax returns not paid by the due date will accrue penalties and interest until full payment is made. PARTIAL PAYMENTS ONLINE ARE NOT ACCEPTABLE!

Tax Return Search File Tax Return

*Customer No. [Text Box] *Fleet No. 1

*Return Year 2011 *Return Qtr 1st - due April 30 *Fuel Type DIESEL

Proceed Refresh Quit Help

- Select Proceed to display the tax return screen.

Note: The due date is automatically populated based upon the tax return quarter and year. Also, the filed date is automatically populated to the current date the return is being filed.

If this is an original tax return the carrier is filing the Amend/Orig will default to an "Original". If the carrier was filing an amendment to a tax return they had filed previously, the Amend/Orig text box would display "Amendment". Selecting

'Amendment' will prompt the screen below.

Amend/Orig

Amendment

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IFTA Level v1.0.9.137

Welcome [User Name] www.scdmsonline.com

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise ▶ Sign Off

Tax Return Search File Tax Return

You are about to perform an 'Amendment'. To view your returns select 'Tax Return Inquiry'.

OK Cancel

Online Motor Carrier Services

Welcome [User Name] South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

TaxReturn Payment MainMenu Inquiries

Carrier Details Tax Return Original

Customer No. [] Registrant Name []
 Fleet No. 1 Return Year 2011 Return Quarter 1 Fuel Type DIESEL
 Amendment No. 0 Due Date 05/02/2011 Filed Date 04/21/2011
 Amend/Orig **Original** OBA Name [] No Operation ☐
 Jurisdiction Det [] [Show Map](#)
 Jurisdiction List -- Select --
 Jurisdiction []
 Total Miles []
 Total Taxable Miles []
 Total Paid Gallons []
 Add Remove All Remove

Remove	Jur(A)	Waive Int	Eff Date	Rate	Total Miles (B)	Total Taxable Miles (C)	Tax Paid Gallons (E)	Prv Total Miles	Prv Total Taxable Miles	Prv Tax Paid Gallons
<input type="checkbox"/>	NC	<input type="checkbox"/>	1/1/2011	0.3250	0	0	0	0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	1/1/2011	0.1600	0	0	0	0	0	0

Miles in non-IFTA jurisdictions 0
 Return signed ☒
 Comment []

Return Details

Current Return "Schedule A"

Total Miles [] Total Column B []
 Total Gallons [] Total Column E []
 MPG 0.0 [Calculate](#)

Previous Return

Total Miles []
 Total Gallons []
 MPG []

[Proceed](#) [Cancel](#) [Refresh](#) [Incomplete Tax Return](#) [Quit/Save](#) [Help](#)

- Carrier must enter the total miles for the states traveled, tab over and the total taxable miles will enter automatically. The carrier would also enter the tax paid gallons (Column E).

Note: If the carrier wishes to remove or add a state the carrier would select the "Remove" check box or the "add" box.

Online Motor Carrier Services

Welcome : [Redacted]

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

TaxReturn Payment MainMenu Inquiries

Carrier Details Tax Return Original

Customer No. [Redacted] Registrant Name [Redacted]
Fleet No. 1 Return Year 2011 Return Quarter 1 Fuel Type DIESEL
Amendment No. 0 Due Date 05/02/2011 *Filed Date 04/21/2011
Amend/Orig Original DBA Name [Redacted] No Operation ☐

Jurisdiction Details

Jurisdiction List -- Select -- [Show Map.](#)
Jurisdiction [Redacted]
Total Miles [Redacted]
Total Taxable Miles [Redacted]
Total Paid Gallons [Redacted]
Add Remove All Remove

Remove	Jur(A)	Waive Int	Eff Date	Rate	Total Miles (B)	Total Taxable Miles (C)	Tax Paid Gallons (E)	Prv Total Miles	Prv Total Taxable Miles	Prv Tax Paid Gallons
<input checked="" type="checkbox"/>	NC	<input type="checkbox"/>	1/1/2011	0.3250			0	0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	1/1/2011	0.1600	1497	1497	211	0	0	0

Miles in non-IFTA jurisdictions 0
Return signed ☒
Comment [Redacted]

Return Details

Current Return "Schedule A"

Total Miles [Redacted] Total Column B 1497
Total Gallons [Redacted] Total Column E 211
MPG 1.0 Calculate

Previous Return

Total Miles [Redacted]
Total Gallons [Redacted]
MPG [Redacted]

Proceed Cancel Refresh Incomplete Tax Return Quit/Save Help

- Once the carrier enters the total miles and tax paid gallons, the carrier must select "Calculate".

If the carrier had no operations for the quarter, they are still responsible for reporting this information. The carrier must check the No Operations box if they did not travel out of state. Select "Proceed"

Note: If the carrier fails to enter the total miles the carrier will receive a message that states:

Online Motor Carrier Services

Welcome: [Redacted] **South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135** www.scdmsonline.com

- IFTATAX08: Total Miles should be equal to Total Column B.
- IFTATAX07: For all jurisdictions tax paid gallons field(Column E) should not be greater than total gallons.
- IFTATAX75: MPG factor less than 2.

Carrier Details Tax Return Original

Customer No. [Redacted] Registrant Name [Redacted]
 Fleet No. 1 Return Year 2011 Return Quarter 1 Fuel Type DIESEL
 Amendment No. 0 Due Date 05/02/2011 *Filed Date 04/21/2011
 Amend/Orig Original DBA Name [Redacted] No Operation ☐

Jurisdiction Details

Jurisdiction List -- Select -- [Show Map.](#)
 Jurisdiction [Redacted]
 Total Miles [Redacted]
 Total Taxable Miles [Redacted]
 Total Paid Gallons [Redacted]
 Add Remove All Remove

Remove	Jur(A)	Waive Int	Eff Date	Rate	Total Miles (B)	Total Taxable Miles (C)	Tax Paid Gallons (E)	Prv Total Miles	Prv Total Taxable Miles	Prv Tax Paid Gallons
<input checked="" type="checkbox"/>	NC	<input type="checkbox"/>	1/1/2011	0.3250	[Redacted]	[Redacted]	0	0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	1/1/2011	0.1600	1497	1497	211	0	0	0

Miles in non-IFTA jurisdictions 0
 Return signed ☒
 Comment [Redacted]

Return Details

Current Return "Schedule A"

Total Miles [Redacted] Total Column B 1497
 Total Gallons [Redacted] Total Column E 211
 MPG 1.0 [Calculate](#)

Previous Return

Total Miles [Redacted]
 Total Gallons [Redacted]
 MPG [Redacted]

[Proceed](#) [Cancel](#) [Refresh](#) [Incomplete Tax Return](#) [Quit/Save](#) [Help](#)

- IFTATAX08: Total Miles should be equal to Total Column B.
- IFTATAX07: For all jurisdictions tax paid gallons field(Column E) should not be greater than total gallons.
- IFTATAX75: MPG factor less than 2.

- Once the carrier selects "Proceed" the carrier must review the return information.

Note: If the information is incorrect the carrier can select "Back" to return to the Tax Return screen. There is no "back" on the above screen. The carrier can make the changes on this screen.

- If the information is correct, select "Proceed" to display the Tax Return Payment Details screen.

Online Motor Carrier Services

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome [REDACTED]

[TaxReturn](#) [Payment](#) [MainMenu](#) [Inquiries](#)

Carrier Details Verification Tax Return Original

Customer No.: [REDACTED] Registrant Name: [REDACTED]
Fleet No.: 1 Return Year: 2011 Return Quarter: 1 Fuel Type: DIESEL
Amendment No.: 0 Due Date: 05/02/2011 Filed Date: 04/21/2011
Amend/Orig: Original DBA Name: [REDACTED] No Operation: N

Return Details

Current Return

Months Late:	0	Penalty:	\$0.00
Total Miles:	1497	Return Amount:	\$0.00
Total Gallons:	211	Prev Return Int. and Pen:	\$0.00
MPG:	7.09	Additional Interest due:	\$0.00
		Prev Payments Made:	\$0.00
		Total Due:	\$0.00

Jurisdiction Details

Jur (A)	Eff Date	Rate	Total Miles (B)	Total Taxable Miles (C)	Taxable Gallons (D)	Tax Paid Gallons (E)	Net Taxable Gallons (F)	Tax Due (G)	Interest Due (H)	Total Due (I)
SC	1/1/2011	0.1600	1497	1497	211	211	0	0.00	0.00	0.00
Total			1497	1497	211	211	0	0.00	0.00	0.00

Miles in non-IFTA jurisdictions: 0
Return signed: Y
Comment:

[Proceed](#) [Back](#)

- Once the carrier selects "Proceed" the tax return payment details screen displays. This screen displays interest and penalties calculated based upon the receipt date.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome [REDACTED]

[TaxReturn](#) [Payment](#) [MainMenu](#) [Inquiries](#)

Tax Return Payment Details Tax Return Original

Customer No. [REDACTED] Registrant Name [REDACTED]
Fleet No. 1
Return Year 2011 Return Quarter 1
Fuel Type DIESEL Amendment No. 0
Tax Return Status INVOICED Invoice No. 228470
Receipt Date 04/21/2011

Fees Section

SC Taxes	0.00	Penalty	0.00	Waive	<input type="checkbox"/>
SC Interest	0.00	Return Amount	0.00		
Other Jurisdiction Taxes	0.00	Previous Interest and Penalty	0.00		
Other Jurisdiction Interest	0.00	Additional Interest	0.00	Waive	<input type="checkbox"/>
Return Amount	0.00	Payment Made	0.00		
Previously Paid Amount	0.00	Total Due	0.00		
Prepayment Amount	0.00	Set Appeal Flag	<input type="checkbox"/>		
NET DUE	0.00				

Payment Details Section

Electronic Delivery Type: D-PDF

Comment: [REDACTED]

[Proceed](#) [View Invoice](#) [Correct Tax Return](#) [Refresh](#) [Quit](#) [Help](#)

Online Motor Carrier Services

- Verify and select "Proceed". Once the carrier selects "Proceed" the Quarterly Tax Return will display.

Note: The carrier has an option to select "View Invoice" in order to verify the tax return. If the carrier selects the "View Invoice" the tax return will populate.

**SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES**
IFTA UNIT
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
http://www.scdmvonline.com

QUARTERLY TAX RETURN

Customer No.: [Redacted]
Reg. Name: [Redacted]
DBA Name: [Redacted]
Address: [Redacted]

Fleet No.: 1
TIN: 770998014
Phone No: (843) 756-0687

County: 26 / HORRY
Current Status: INVOICED
Return Year: 2011
Due Date: 05/02/2011
Processed Date: 04/21/2011
Total Miles: 1,497
Total Gallons: 211
MPG: 7.09
Non-IFTA Miles: 0

Amend/Orig: ORIGINAL
Amend No: 0
Fuel Type: DIESEL
Months Late: 0

Return Quarter: 1 - March 31
Filed Date: 04/21/2011
No Operation: N

Penalty Amt: \$0.00
Return Amt: \$0.00
Prev. Return Interest & Penalty: \$0.00
Additional Interest: \$0.00
Payment Made/Refund: \$0.00
Previous Payment Made/Refund: \$0.00
Adjusted Amount: \$0.00
Total Amount Due/Refund: \$0.00

Jur	Eff Date	Rate	Total Miles	Taxable Miles	Taxable Gallons	TaxPaid Gallons	Net Taxable Gallons	Tax Due	Interest Due	Amount Due
SC	01/01/2011	0.1600	1,497	1,497	211	211	0	\$0.00	\$0.00	\$0.00
Totals			1,497	1,497	211	211	0	\$0.00	\$0.00	\$0.00

- Once the carrier select the "X" in the upper right hand corner the tax return will close and the Tax Return Payment Details screen will populate.

Welcome [Redacted] **South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135**

TaxReturn Payment MainMenu Inquiries

• (W) IRPWEP11: Carriers need to know that they MUST have all documents needed to submit to SCDMV BEFORE paying for transactions. REFUNDS WILL NOT BE ALLOWED. PLEASE VERIFY BEFORE PROCEEDING TO PAYMENT!!

Tax Return Payment Details Verification Tax Return Original

Customer No.: [Redacted] Registrant Name: [Redacted]
Fleet No.: 1
Return Year: 2011 Return Quarter: 1
Fuel Type: DIESEL Amendment No.: 0
Tax Return Status: INVOICED Invoice No.: 228470
Receipt Date: 04/21/2011

Fees Section

SC Taxes:	\$0.00	Penalty:	\$0.00 Waived: N
SC Interest:	\$0.00 Waived: N	Return Amount:	\$0.00
Other Jurisdiction Taxes:	\$0.00	Previous Interest and Penalty:	\$0.00
Other Jurisdiction Interest:	\$0.00	Additional Interest:	\$0.00 Waived: N
Return Amount:	\$0.00	Payment Made:	\$0.00
Previously Paid Amount:	\$0.00	Total Due:	\$0.00
Prepayment Amount:	\$0.00	Set Appeal Flag:	N
NET DUE:	\$0.00		

Payment Details Section

Electronic Delivery Type: D-PDF
Comment:

Proceed Back Quit Help

- Carrier will verify the tax return payment details screen and select "Proceed".

Online Motor Carrier Services

- Once the carrier selects "Proceed" the Quarterly tax return will populate.

The screenshot shows a web browser window displaying the "QUARTERLY TAX RETURN" form from the South Carolina Department of Motor Vehicles. The form is titled "SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES MOTOR CARRIER SERVICES" and includes contact information: "P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870" and "http://www.scdmvonline.com". The form is divided into several sections: Customer Information, County and Status, Return Details, Fleet Information, and a summary of amounts due. A table at the bottom summarizes the taxable miles and gallons for the quarter.

**SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES**
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
http://www.scdmvonline.com

QUARTERLY TAX RETURN

Customer No.: [Redacted]
Reg. Name: [Redacted]
DBA Name: [Redacted]
Address: [Redacted]

County: 26 / HORRY
Current Status: PAID
Return Year: 2011
Due Date: 05/02/2011
Processed Date: 04/21/2011
Total Miles: 1,497
Total Gallons: 211
MPG: 7.09
Non-IFTA Miles: 0

Fleet No.: 1
TIN: 770698014
Phone No: (843) 756-0687

Return Quarter: 1 - March 31
Filed Date: 04/21/2011
No Operation: N

Amend/Orig: ORIGINAL
Amend No: 0
Fuel Type: DIESEL
Months Late: 0

Penalty Amt: \$0.00
Return Amt: \$0.00
Prev. Return Interest & Penalty: \$0.00
Additional Interest: \$0.00
Payment Made/Refund: \$0.00
Previous Payment Made/Refund: \$0.00
Adjusted Amount: \$0.00
Total Amount Due/Refund: \$0.00

Jur	Eff Date	Rate	Total Miles	Taxable Miles	Taxable Gallons	TaxPaid Gallons	Net Taxable Gallons	Tax Due	Interest Due	Amount Due
SC	01/01/2011	0.1600	1,497	1,497	211	211	0	\$0.00	\$0.00	\$0.00
Totals			1,497	1,497	211	211	0	\$0.00	\$0.00	\$0.00

Note: Depending on what the carrier selected for the Electronic delivery will depend on how the Quarterly tax return will be available for the carrier. If the carrier had selected "PDF" the return will populate in a PDF file and the carrier can save this file. If the carrier had selected "E-Mail", the return would be delivered to the carrier through their e-mail.

- Close the Quarterly Tax return by selecting the "X" in the top upper right hand corner. Once the Tax return closes a screen will populate informing the carrier that the "Payment was successfully done and if the carrier is required to furnish any other documents.

Online Motor Carrier Services

Welcome

South Carolina Department of Motor Vehides (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise ▶ Sign Off

- {W} For Customer No. : Fleet No. : 1, Return Year : 2011, Return Qtr : 1, Amendment No. : 0, Fuel Type : DSL
- Payment successfully done.

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise ▶ Sign Off

- {W} For Customer No. : Fleet No. : 1, Return Year : 2011, Return Qtr : 1, Amendment No. : 0, Fuel Type : DSL
- Payment successfully done.



Exercise

File a quarterly tax return using the customer number assigned.

Renew Fleet

Lesson 5 – IFTA

Section 1: Fleet Renewal



In this section you will be able to...

- Update Account Information
- Update Fleet Information
- Update Jurisdiction Information
- Select Credential Assignment
- Generate IFTA License for renewal



Discussion...

A carrier or service provider will be able to renew an existing IFTA account using the MCS website. The IFTA account will be renewed and a new IFTA license and IFTA decals will be issued.

The USDOT number of the carrier must be verified and be in good standing. If during renewal the carrier updates a DBA name, the DBA name must match the USDOT number. All previous quarterly returns (first, second and third quarters of the current year) must be completed and paid by the carrier before the account can be renewed. Once renewed, a new IFTA license and decals will be issued to the carrier. When renewing, the carrier must provide an equipment list for each fleet. If the number of decals requested is greater than the number of IRP vehicles registered or the number of vehicles listed on the equipment list, MCS has the ability to issue up to 20% more decals than the number of vehicles listed. In this case, it must be approved by an IFTA supervisor or manager before renewal.



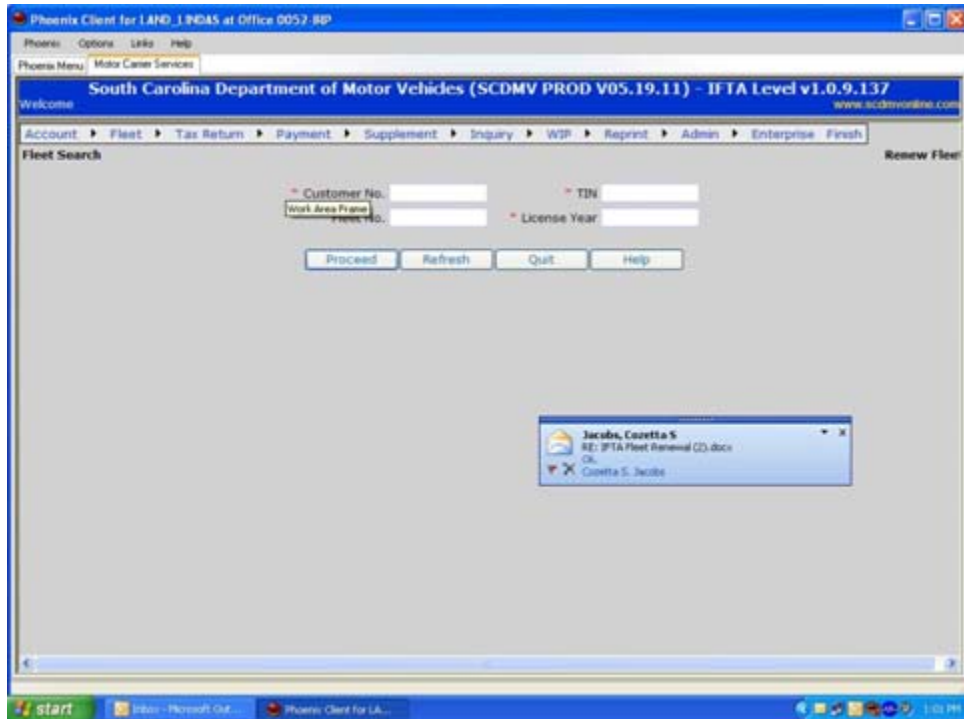
Step-by-Step

Account Information

The renewal transaction is initiated by performing the following steps:

Online Motor Carrier Services

- From the IFTA menu, select the RENEW FLEET from the SUPPLEMENT tab
- Enter Customer No or TIN, Fleet No, and License Year (previous year)
- Select PROCEED to display the Fleet Search screen



The Account information is automatically populated from the Phoenix Business Customer

Online Motor Carrier Services

Phoenix Options Links Help
Phoenix Menu Motor Carrier Services

South Carolina Department of Motor Vehicles (DEV V01.13.10) - IFTA Level v6.0.0.100
Welcome PIERCE_DEBORAH

Account Fleet Jurisdiction Credentials MainMenu Inquiries

Physical Address has been changed in Phoenix.
IFTAFLT124: Account has been renewed.

Fleet Details Renew Fleet

Customer No.	17855220	Registrant Name	EXPEDITING SERVICES INC		
Fleet No.	1	TIN	571062650	USDOT No.	000701429
DBA Name	EXPEDITING SERVICES	Contact Name	DAVID F MCINNIS JR	Fleet Status	ACTIVE
Fleet Effective Date	01/15/2010	Fleet Expiration Date	12/31/2010	Status Effective Date	01/15/2010
Phone No.	803 - 505 - 6210	Ext.		Fax No.	803 - 505 - 6614
Electronic Filer	<input type="checkbox"/>	Email ID		Application Signed	<input type="checkbox"/>

Physical Address Mailing Address Shipping Address Location of Records Reporting Service Power Of Attorney

Street1	6756 PAXVILLE HWY	Street2	
City	MANNING	Jurisdiction	SC-SOUTH CAROLINA
ZIP Code	29102	County	14
		Country	US

Operation Info

Fuel Type	<input checked="" type="checkbox"/> Diesel	<input type="checkbox"/> Propane	<input type="checkbox"/> A-55	<input type="checkbox"/> CNG	<input type="checkbox"/> Methanol	<input type="checkbox"/> Gasohol
	<input type="checkbox"/> M-85	<input type="checkbox"/> LNG	<input type="checkbox"/> Ethanol	<input type="checkbox"/> E-85	<input type="checkbox"/> BioDiesel	<input type="checkbox"/> Gasoline

No. of IFTA Decal Sets Required 0 Liability Date 07/01/2002

Comment

Proceed Override Cancel Refresh Quit

- Update the Owner's information based upon information from the renewal application
- Select PROCEED to display the Account Verification screen
- Select PROCEED to display the Fleet Details screen

Fleet Information

Phoenix Options Links Help
Phoenix Menu Motor Carrier Services

South Carolina Department of Motor Vehicles (DEV V01.13.10) - IFTA Level v6.0.0.100
Welcome PIERCE_DEBORAH

Account Fleet Jurisdiction Credentials MainMenu Inquiries

Physical Address has been changed in Phoenix.
IFTAFLT124: Account has been renewed.

Fleet Details Renew Fleet

Customer No. 17855220 Registrant Name EXPEDITING SERVICES INC
Fleet No. 1 TIN 571062650 USDOT No. 000701429
DBA Name EXPEDITING SERVICES Contact Name DAVID F MCINNIS JR Fleet Status ACTIVE
Fleet Effective Date 01/15/2010 Fleet Expiration Date 12/31/2010 Status Effective Date 01/15/2010
Phone No. 803 - 505 - 6210 Ext. Fax No. 803 - 505 - 6614
Electronic Filer Email ID Application Signed
Physical Address Mailing Address Shipping Address Location of Records Reporting Service Power Of Attorney

Street1 6756 PAXVILLE HWY Street2
City MANNING Jurisdiction SC-SOUTH CAROLINA
ZIP Code 29102 County 14 Country US

Operation Info

Fuel Type ☒ Diesel ☐ Propane ☐ A-55 ☐ CNG ☐ Methanol ☐ Gasohol
☐ M-85 ☐ LNG ☐ Ethanol ☐ E-85 ☐ BioDiesel ☐ Gasoline

No. of IFTA Decal Sets Required 0 Liability Date 07/01/2002

Comment

Proceed Override Cancel Refresh Quit

Messages will appear at the top of the screen.

- Fleet No will remain the same
- Fleet Effective and Expiration Dates will automatically be updated for the new year
- Fleet Status will default to Active
- All other fleet information will default from the previous year with the exception of No. of IFTA Decal Sets Required To continue with the fleet renewal, perform the following steps:
 - Update any information that has changed
 - Enter the number of Decal Sets that are being requested by the customer
 - Select PROCEED
 - The registrant's status will be verified through CVIEW using the USDOT No and the addresses will be validated through the Phoenix address verification functionality.

Online Motor Carrier Services

Note: If the Application Signed checkbox is not signed, a hard error will be generated, preventing the user from continuing until user receives the customer signature.

- The Fleet Details Verification screen will display once all hard errors have been cleared.
- Review the fleet information, if updates are required select BACK

If all information is correct, select PROCEED to display the Jurisdiction Details screen TIN. If the combination does not exist, a hard error will be generated. Contact Motor Carrier Services Helpdesk if problem occurs.

Jurisdiction Information

The Jurisdiction screen will be pre-populated with jurisdictions from the previous year.

Phoenix Options Links Help
Phoenix Menu Motor Carrier Services

South Carolina Department of Motor Vehicles (DEV V01.13.10) - IFTA Level v6.0.0.100
Welcome PIERCE_DEBORAH

Account Fleet Jurisdiction Credentials Main Menu Inquiries

IFTAFLT118: Fleet has been renewed.

Jurisdiction Details Renew Fleet

Customer No. 17855220 Registrant Name EXPEDITING SERVICES INC
Fleet No. 1 Expiration Month / Year 12 2010
Supplement No. 0 Supplement Desc. RENEW FLEET
Jurisdiction List --Select-- Show Map
Jur
Bulk Storage ☐
ADD Remove All

Remove	OP	Bulk	Jurisdiction	Remove	OP	Bulk	Jurisdiction	Remove	OP	Bulk	Jurisdiction
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WV				

Proceed Remove Cancel Refresh Quit Help

To add or remove jurisdictions follow the same process as previously described in the Fleet Information section. To cancel the renewal, select CANCEL.

- The renewal will be deleted
- The user will be returned to the IFTA main menu

Online Motor Carrier Services

- A message will be display to notify the user that the renewal has been successfully cancelled. To start over with the selection of jurisdictions, select REFRESH
- Any jurisdictions that were added during the renewal process will be removed. To stop the entry of the renewal without losing the Account and Fleet Details information, Select QUIT.
- The user will be able to access the account and fleet information that have been entered through the WIP (Work In Process) functionality.

This process will be covered in the WIP section of the manual.

To continue with the renewal, select PROCEED to display the Jurisdiction Details Verification screen.

- Review the jurisdictions listed.
- Select BACK, if changes are required and make the necessary changes.
- Select PROCEED to display the Credential Assignment screen

Credential Assignment

Phoenix Options Links Help
Phoenix Menu Motor Carrier Services

South Carolina Department of Motor Vehicles (DEV V01.11.10) - IFTA Level v6.0.0.100
Welcome PIERCE_DEBORAH

Account Fleet Jurisdiction Credentials Main Menu Inquiries

• IFTAFLT125: Jurisdiction has been renewed.

Credential Assignment Renew Fleet

Customer No.	11195392	Registrant Name	MCIVER MICHAEL D
Fleet No.	1	License Year	2010
Supplement No.	0	Supplement Desc.	RENEW FLEET
Effective Date	01/12/2010		

Credentials Assignment Details

Credentials Issued Date	01/12/2010	Electronic Delivery Type	P-Print
-------------------------	------------	--------------------------	---------

Proceed Cancel Refresh Quit Help

Select the appropriate Electronic Delivery Type:

- Print
- Email
- Fax
- PDF

To cancel the renewal, select CANCEL

To refresh the Electronic Delivery Type, select REFRESH

To stop processing and save the information that has already been entered, select QUIT

Select PROCEED to generate the following:

- IFTA License for the renewal



Questions



Exercise

Section 4: Reprint



Discussion

The reprint function will allow the user to print additional copies of their renewal application for a given expiration year. Tax returns can be reprinted but they can only be reprinted for those that are from the current or previous quarter. The user will receive an error message if they attempt to reprint tax returns from any other quarter.

Renewal Notice

The '**Renewal Notice**' function allows the carrier to reprint their notice if they didn't receive a copy because of mail or printer issues.



Step-by-Step

- Carrier's customer number will be populated automatically.

The screenshot displays the SCDMV online portal interface. At the top, a blue header bar contains the text "South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135" and the website URL "www.scdmvonline.com". Below the header, a navigation menu includes links for "Account", "Fleet", "Tax Return", "Supplement", "Inquiry", "WIP", "Reprint", "Admin", "Enterprise", and "Sign Off". The main content area is titled "Reprint Search Page" and "Renewal Notice". It features a form with the following fields: "Customer No." (populated with a greyed-out value), "Fleet No." (empty), and "Renewal Year" (empty). Below these fields is a dropdown menu for "Electronic Delivery Type" set to "D-PDF". At the bottom of the form are four buttons: "Proceed", "Refresh", "Quit", and "Help".

Online Motor Carrier Services

- Carrier must provide the system with the following:
 - fleet number
 - renewal year
- Carrier should also select 'Electronic Delivery Type' from the drop down box.
- Carrier will then select the '**Proceed**' command button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome [User Name] www.scdmvonline.com

Account > Fleet > Tax Return > Supplement > Inquiry > WIP > Reprint > Admin > Enterprise Sign Off

Reprint Search Page Renewal Notice

*Customer No. [Redacted]
*Fleet No. 1 *Renewal Year 2011

Electronic Delivery Type D-PDF

Proceed Refresh Quit Help

D-PDF
E-Email mikal.reames@scdmv.net
F-Fax

- The system will generate the Renewal Notice and deliver it to carrier based on their choice in the '*Electronic Delivery Type*' check box.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome [User Name] www.scdmvonline.com

Account > Fleet > Tax Return > Supplement > Inquiry > WIP > Reprint > Admin > Enterprise Sign Off

IRPGEN239: Renewal Notice generated successfully.

Reprint Search Page Renewal Notice

*Customer No. [Redacted]
*Fleet No. 1 *Renewal Year 2011

Electronic Delivery Type D-PDF

Proceed Refresh Quit Help

- The user will receive the following message, "*Renewal Notice generated successfully*".

IRPGEN239: Renewal Notice generated successfully.

Online Motor Carrier Services

Tax Return

If 'Tax Return' is selected the carrier will only be able to reprint those returns that have been filed and calculated.



Step-by-Step

- The carrier's customer number will automatically populate.
- The carrier will then select the '**Proceed**' command button.

- All returns that the carrier has filed will populate.
- The user will choose 'Select' by the return they want to reprint.

****NOTE**** This could be more than one page of returns the system will show page numbers that the carrier can select to find what return they want to reprint.

Online Motor Carrier Services

- If the user attempts to print returns that are not from the current or previous quarters the system will give the user a message stating: "*Web user can only print the current quarter and the previous quarter returns*".

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

• IFTATAX125: Web user can only print the current quarter and the previous quarter returns.

Reprint Search Page Tax Return

*Customer No. Return Year Return Qtr Fleet No.
Amendment No. Fuel Type
Electronic Delivery Type

	Customer No.	Fleet No.	Return Year	Return Qtr	Fuel Type	Amendment No.
Select	1	1	2010	4	DSL	0
Select	1	1	2010	3	DSL	0
Select	1	1	2010	2	DSL	0
Select	1	1	2010	1	DSL	1
Select	1	1	2010	1	DSL	0
Select	1	1	2009	4	DSL	0
Select	1	1	2009	3	DSL	0
Select	1	1	2009	2	DSL	0
Select	1	1	2009	1	DSL	0
Select	1	1	2008	4	DSL	0

1 2 3

- The carrier can narrow down the results returned if they enter in the following information:
 - Fleet number
 - Return year and quarter
 - Fuel type
 - Amendment number
- The carrier will select the 'Proceed' command button and the system will generate the Tax Return.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135 www.scdmvonline.com

Welcome

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise ▶ Sign Off

Reprint Search Page Tax Return

*Customer No. Return Year Return Qtr Fleet No.
Amendment No. Fuel Type
Electronic Delivery Type

- The user will receive a message stating, "*Tax Return generated successfully*".

Online Motor Carrier Services

- Tax Return will be delivered based on the carrier's selection from the 'Electronic Delivery Type' drop down box.

- **IRPGEN239: Tax Return generated successfully .**

Online Motor Carrier Services



Discussion

The system calculates the IRP fees for each vehicle and each jurisdiction. As a result of fee computation, the system will generate a billing invoice.

During a renewal, the account may be charged with Late Renewal and Late Vehicle registration fees. Late Vehicle Registration fees would be charged for a vehicle that was added to the renewal but the purchase date was greater than 60 days prior to the renewal date. TEARs are not available during renewal.

Note: Carriers are **not** allowed to add vehicles online. They are allowed to add vehicles only at DMV offices that offer Motor Carrier services.



Step-by-Step

Select PROCEED to calculate the fees and the supplement will go from an "Opened" status to an "Invoiced" status.

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137			
Welcome			
Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries			
Billing Details			
Customer No.		Registrant Name	
Fleet No.	1	Expiration Month / Year	5/2012
Reg. Months	12	No. of Vehicles	5
Supplement No.	0	Supplement Desc.	RENEW FLEET
Supplement Status	1	Supplement Status Desc.	INVOICED
Supplement Effective Date	06/01/2011	*Invoice Date	05/31/2011
* Application Receipt Date	05/31/2011	Payment Date	
Renew Fleet			
IRP Fee	4,392.25	Cab Card Fee	0.00
Replace Plate Fee	0.00	OOS Reinstatement Fee	0.00
Plate Transfer Fee	0.00	Late Vehicle Registration Fee	0.00
Late Renewal Registration Fee	0.00	Credit Applied	0.00
Total Due	4,392.25	Manual Adj. Base Jur.	0.00
Net Amount Due	4,392.25		
45 Days TEAR Ind			
Invoice Report Type	Fees for Unit	Electronic Delivery Type	D-PDF
Proceed Cancel Bill Refresh Quit Help			

Once the supplement is invoiced, you cannot update the Fleet, Distance, Weight Group, or Vehicle. If changes are required, select CANCEL BILL and make changes

Online Motor Carrier Services

as required by selecting the Fleet, Distance, WgtGroup or Vehicle tab at the top of the screen.

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome

Account Fleet Distance WgtGroup Vehicle **Billing** Payment MainMenu Inquiries

Billing Details

Customer No. [] Registrant Name []

Fleet No. [1] Expiration Month / Year [5/2012]

Reg. Months [12] No. of Vehicles [5]

Supplement No. [0] Supplement Desc. [RENEW FLEET]

Supplement Status [] Supplement Status Desc. [INVOICED]

Supplement Effective Date [06/01/2011] *Invoice Date [05/31/2011]

* Application Receipt Date [05/31/2011] Payment Date []

IRP Fee [4,392.25] Cab Card Fee [0.00] Waive []

Replace Plate Fee [0.00] Waive [] OOS Reinstatement Fee [0.00] Waive []

Plate Transfer Fee [0.00] Waive [] Late Vehicle Registration Fee [0.00] Waive []

Late Renewal Registration Fee [0.00] Waive [] Credit Applied [0.00]

Total Due [4,392.25] Manual Adj. Base Jur. [0.00]

Net Amount Due [4,392.25]

45 Days TEAR Ind []

Invoice Report Type: [Fees for Unit] Electronic Delivery Type: [D-PDF]

Proceed Cancel Bill Refresh Quit Help

Update is ready to install

Once the supplement is invoiced, do the following:

South Carolina Department of Motor Vehicles (SC UAT V05.19.11) - IRP Level v1.0.9.137

Welcome

Account Fleet Distance WgtGroup Vehicle **Billing** Payment MainMenu Inquiries

Billing Details

Customer No. [] Registrant Name []

Fleet No. [1] Expiration Month / Year [5/2012]

Reg. Months [12] No. of Vehicles [5]

Supplement No. [0] Supplement Desc. [RENEW FLEET]

Supplement Status [] Supplement Status Desc. [INVOICED]

Supplement Effective Date [06/01/2011] *Invoice Date [05/31/2011]

* Application Receipt Date [05/31/2011] Payment Date []

IRP Fee [4,392.25] Cab Card Fee [0.00] Waive []

Replace Plate Fee [0.00] Waive [] OOS Reinstatement Fee [0.00] Waive []

Plate Transfer Fee [0.00] Waive [] Late Vehicle Registration Fee [0.00] Waive []

Late Renewal Registration Fee [0.00] Waive [] Credit Applied [0.00]

Total Due [4,392.25] Manual Adj. Base Jur. [0.00]

Net Amount Due [4,392.25]

45 Days TEAR Ind []

Invoice Report Type: [Fees for Unit] Electronic Delivery Type: [D-PDF]

Proceed Cancel Bill Refresh Quit Help

Update is ready to install

1. Select the Invoice Report type. There are three choices for the type of invoice you can generate:
 - a. Detail Fees for each Unit (default)
 - b. Fees by Jur. with Mileage
 - c. Detail Fees for each Unit by Jurisdiction
2. Select the Delivery Type for the Invoice:
 - a. PRINT (default)

Online Motor Carrier Services

- b. EMAIL
- c. FAX
- d. PDF - View format.

The Comment field allows you to add any comments regarding the supplement. The comments will be included on the invoice. The billing invoice will also list all missing documentation.

Select PROCEED to produce the invoice as required. The Payment Details screen is displayed.

South Carolina Department of Motor Vehicles (SC DMV) - IRP Level v1.0.9.137

Welcome

Account Fleet Database WgtGroup Vehicle Billing Payment MainMenu Inquiries

IRPGEN239: Invoice Report generated successfully.
IRPSEP28: Billing is done successfully.

IRP Payment Details

Customer No. [REDACTED] Registrant Name [REDACTED]
Fleet No. 1 Expiration Month/Year 5/2012
Supplement No. 0 Supplement Desc. RENEW FLEET
Invoice No. [REDACTED] Supplement Status INVOICED
Invoice Date 05/31/2011 Payment Receipt Date 05/31/2011

Fees Section

Base Jurisdiction Fees	3,288.65	Foreign Jurisdiction Fees	1,103.60	Administration Fees	0.00
Late Payment Penalty	0.00	Manual Adj. Base Jur.	0.00	NET DUE	4,292.25

Payment Type: Full Year Payment
Cab Card Type: [REDACTED]
Electronic Delivery Type: PDF

Once the fees have been calculated and the invoice is generated you may choose to either:

Proceed Cancel Bill Refresh Quit Help

- Select QUIT to stop processing this supplement and use the Work In Progress feature to continue processing the invoice at a later time.
- Select PROCEED to go to the Payment Details screen.
- Select CANCEL BILL to cancel the invoice and change information as necessary.

Online Motor Carrier Services



SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES MOTOR CARRIER SERVICES

* IRP UNIT *
P. O. BOX 1488 • BLYTHEWOOD, SC 29016 • (803) 896-3870
<http://www.scdmvonline.com>

INVOICE# [REDACTED]
INVOICE DATE: 05/31/2011

TO:
DBA Name: [REDACTED]
ADDR: [REDACTED]

CUSTOMER NUMBER: [REDACTED]
FLEET NUMBER: 1
SUPPLEMENT NUMBER: 0
REGISTRATION YEAR: 2012
NUMBER REG MONTHS: 12
NO. POWER VEHICLE: 5
NO. BUSES: 0
FLEET EXP DATE: 05/31/2012
SUPPLEMENT EFF DATE: 06/01/2011
PROCESSOR: [REDACTED]
PAYER: [REDACTED]

SUPPLEMENT TRANSACTION TYPE:

RENEW FLEET

	Amount	Total
Cab Card Fees:	\$0.00	
Replacement Plate Fees:	\$0.00	
FOOSO Vehicle Reinstatement Fees:	\$0.00	
Transfer Fees:	\$0.00	
Late Vehicle Registration Fees:	\$0.00	
Late Renewal Fees:	\$0.00	
Late Payment Penalty:	\$0.00	
Manual Adjustment Amount:	\$0.00	
Other Administrative Fees:	\$0.00	
Total Administrative Fees Due:		\$0.00
Registration Due Base Jurisdiction:	\$3,288.65	
Base Jurisdiction Credit Amount:	\$0.00	
Total Net Due Base Jurisdiction:		\$3,288.65
Amount Due Foreign Jurisdiction:	\$1,103.60	
Foreign Jurisdiction Credit Amount:	\$0.00	
Total Net Due Foreign Jurisdiction:		\$1,103.60
Total Supplement Amount:	\$4,392.25	
Total Credit Amount:	\$0.00	
Total Due:		\$4,392.25
Amount Paid:		\$0.00
Net Amount Due:		\$4,392.25
1st Half Payment:	\$2,747.95	2nd Half Payment: \$1,644.30

Include the following with your payment:

- 1.A copy of this INVOICE
- 2.A copy of IRS 2290, SCHEDULE 1
For all the vehicles with a GVW of 55,000 or greater unless purchased within 60 days
- 3.Late registration penalties are as follows per vehicle:
1st 14 Days - \$10.00; 15-30 Days - \$25.00; 31-90 Days - \$50.00; Over 90 Days - \$75.00
- 4.Remittance in the form of checks must be in the name of the IRP Account holder for the exact amount of payment and payable to the S.C.Dept of Motor Vehicles. Write the customer number on your check.

COMMENT :

Online Motor Carrier Services



**SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES**

* IRP UNIT *
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
<http://www.scdmvonline.com>

INVOICE# [REDACTED]
INVOICE DATE: 05/31/2011

TO:
DBA Name:
ADDR:




CUSTOMER NUMBER: [REDACTED]
FLEET NUMBER: 1
SUPPLEMENT NUMBER: 0
REGISTRATION YEAR: 2012
NUMBER REG MONTHS: 12
NO. POWER VEHICLE: 5
NO. BUSES: 0
FLEET EXP DATE: 05/31/2012
SUPPLEMENT EFF DATE: 06/01/2011
PROCESSOR: [REDACTED]
PAYER: [REDACTED]

*****IRP JURISDICTIONAL FEES*****

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR	FEE	CREDIT	FEES DUE
NC	A	67,302	16.52700	\$1,020.55	\$0.00	\$1,020.55
VA	A	5,118	1.25700	\$83.05	\$0.00	\$83.05
FOREIGN JURISDICTIONS TOTAL		72,420	17.78400			\$1,103.60
SC	A	334,803	82.21600	\$3,288.65	\$0.00	\$3,288.65
TOTAL		407,223	100.00000			\$4,392.25

Online Motor Carrier Services



SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES
* IRP UNIT *
P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870
<http://www.scdmvonline.com>

INVOICE# [REDACTED]
INVOICE DATE: 05/31/2011

TO: [REDACTED]
DBA Name: [REDACTED]
ADDR: [REDACTED]


CUSTOMER NUMBER: [REDACTED]
FLEET NUMBER: 1
SUPPLEMENT NUMBER: 0
REGISTRATION YEAR: 2012
NUMBER REG MONTHS: 12
NO. POWER VEHICLE: 5
NO. BUSES: 0
FLEET EXP DATE: 05/31/2012
SUPPLEMENT EFF DATE: 06/01/2011
PROCESSOR: [REDACTED]
PAYER: [REDACTED]

*****UNIT JURISDICTION FEES*****

UNIT NO.	VEHICLE IDENTIFICATION	GROSS WGT	FEES DUE
[REDACTED]	[REDACTED]	80000	\$878.45
		80000	\$878.45
		80000	\$878.45
		80000	\$878.45
		80000	\$878.45
AMOUNT DUE ALL ACTIVE UNITS (IRP FEES ONLY):			\$4,302.25

3

Online Motor Carrier Services

		SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES MOTOR CARRIER SERVICES * IRP UNIT * P. O. BOX 1498 • BLYTHEWOOD, SC 29016 • (803) 896-3870 http://www.scdmvonline.com	
INVOICE#: [REDACTED]		CUSTOMER NUMBER: [REDACTED]	
INVOICE DATE: 05/31/2011		FLEET NUMBER: 1	
		SUPPLEMENT NUMBER: 0	
		REGISTRATION YEAR: 2012	
		NUMBER REG MONTHS: 12	
		NO. POWER VEHICLE: 5	
		NO. BUSES: 0	
		FLEET EXP DATE: 05/31/2012	
		SUPPLEMENT EFF DATE: 05/01/2011	
		PROCESSOR: [REDACTED]	
		PAYER: [REDACTED]	
TO:			
DBA Name:			
ADDR:			
*****UNIT JURISDICTION FEES*****			
	TOTAL	FEE \$4,392.25	CREDIT \$0.00
			FEES DUE \$4,392.25
*****ADMINISTRATIVE JURISDICTION FEES*****			
DESCRIPTION		FEES DUE	
ADMINISTRATION FEES:		\$0.00	
TOTAL		\$4,392.25	

4

Summary

Notes

Section 3: Inquiries



In this section you will be able to...

- Identify and view the Inquiry function using the tree structure.



Discussion...

The Inquiry function will provide the Carrier with the capability to inquire on all of the IFTA related information using the tree structure. All of the inquiries will be grouped and presented in the INQUIRY tab on the IFTA Main Menu.

From the IFTA menu, select one of the following from the INQUIRY tab

- Account
- Fleet
- Jurisdiction
- Tax Rate
- Tax Return
- Supplement

Account Inquiry



Step-by-Step

- From the IFTA menu, point to the INQUIRY tab and select Account.
- Enter the Customer No.
- Select "Proceed"

The screenshot shows a web browser window titled "Account Inquiry - Windows Internet Explorer". The page has a light blue background. In the top left corner, it says "Client Search". In the top right corner, it says "Account Inquir". The main content area contains two input fields: "Customer No." with a greyed-out text box and "USDOT No." with a white text box. Below these fields is a horizontal row of four buttons: "Proceed", "Refresh", "Quit", and "Help".

Online Motor Carrier Services

- The search screen will be redisplayed with the results of the search.
- Ten results are displayed at a time. If more than ten results were found, the Carrier will be able to navigate by using the First, Previous, Next and Last Page links that are provided just above the results.
- Select the View link to review the details of a specific inquiry/supplement.

The screenshot shows a web browser window titled "Account Inquiry - Windows Internet Explorer". The page has a header "Client Search" on the left and "Account Inquiry" on the right. Below the header, there are two input fields: "Customer No." with a greyed-out value and "USDOT No." with an empty white box. Below these fields are four buttons: "Proceed", "Refresh", "Quit", and "Help". Below the buttons is a table with four columns: "Select", "Customer No.", "USDOT No.", and "View". The "Customer No." and "USDOT No." columns contain greyed-out values. The "Select" and "View" columns contain blue links.

	Customer No.	USDOT No.	
Select			View

Online Motor Carrier Services

➤ Example: the screen shot below displays the Customer details.

The screenshot displays a web application window titled "Account Inquiry - Windows Internet Explorer". The main content area is titled "Business Customer Details" and contains several sections of information:

- Registrant Information:** Registrant Name, Contact Name, Email ID, Phone No., Ext., and Fax No. are listed with corresponding input fields.
- Physical Address:** Street1, City, Zip Code, Street2, Jurisdiction, County, and Country are listed. The Jurisdiction is "SC-SOUTH CAROLINA", County is "15-COLLETON", and Country is "US".
- Mailing Address:** Street1, City, Zip Code, Street2, Jurisdiction, and Country are listed.
- IFTA Account Details:** Business Type (SOLE PROPRIETORSHIP), IFTA Account Status (ACTIVE), and Status Effective date (12/14/2010) are listed.
- Owner1 Mailing Address:** Name, Title (OWNER), SSN, Phone No., Ext., Email ID, Street1, City, Zip Code, Street2, Jurisdiction, County, and Country are listed. The Jurisdiction is "SC-SOUTH CAROLINA", County is "15-COLLETON", and Country is "US".
- Last Updated Information:** Last Updated User ID and Last Updated Time Stamp (12/14/2010 9:35:45 AM) are listed.

At the bottom of the form, there are two buttons: "Back" and "Close".

- Select BACK to return to the search result screen
- Select CLOSE to close the Inquiry and return to the IFTA Level menu

Online Motor Carrier Services

- To view the structure of the entire account, select the SELECT link
- The account structure will appear on the left side of the result screen including all registration years as well as fleets and supplements within the registration year.
- If multiple fleets exist with a registration year, the multiple fleets will appear as a separate line under the Fleet List.

Account Inquiry - Windows Internet Explorer

Client Search

Customer No.

USDOT No.

Proceed Refresh Quit Help

Customer No.

History
1-5/7/2010 9:20:57 AM

Years
Year-2011
Fleet List
Year-2010
Year-2009
Year-2008
Year-2007

	Customer No.	USDOT No.	
Select	<input type="text"/>	<input type="text"/>	View

- Each level with a "+" can be expanded or collapsed if a "-" is displayed
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a license year.

Online Motor Carrier Services

- To view details at any level select the link and a detail screen will display. The example below displays detailed ACCOUNT information.

Account Inquiry - Windows Internet Explorer

Fleet Details		Fleet Inquiry											
Customer No.:	11159559	Registrant Name:	JENNINE EDMOND S JR										
Fleet No.:	1	Contact Name:	JENNINE EDMOND										
OSA Name:	ESD TRUCKING	Fleet Status:	ACTIVE										
Next Off Date:	01/01/2011	Next Expiration Date:	12/31/2011										
Phone No.:	803-559-7553	Ext.:											
Electronic Filer:	N	Email ID:											
Audit Reg:		Last Audit Date:											
Physical Address													
Street 1:	902 GARDEN LOOP	Street 2:											
City:	WALTERSBORO	Jurisdiction:	SC-SOUTH CAROLINA										
Zip Code:	29485-5314	County:	15-COLUMBIA										
Country:	US												
Mailing Address													
Street 1:	PO BOX 2107	Street 2:											
City:	WALTERSBORO	Jurisdiction:	SC-SOUTH CAROLINA										
Zip Code:	29485-0013	County:	US										
Shipping Address													
Street 1:		Street 2:											
City:		Jurisdiction:											
Zip Code:		County:											
Location of Records													
Street 1:		Street 2:											
City:		Jurisdiction:											
Zip Code:		County:											
Operation Info													
Fuel Type:	Diesel:	Y	Propane:	N	A-55:	N	CNG:	N	Medanol:	N	Gasohol:	N	
	Wds:	N	LNG:	N	80anol:	N	E-85:	N	Bio-Diesel:	N	Gasoline:	N	
No of IFTA Deal Sets Required:	1	Liability Date:	07/14/2008										
Reporting Service													
Service Provider:													
Phone No.:		Ext.:		Fax No.:		Email ID:							
Street 1:		Street 2:											
City:		Jurisdiction:											
Zip Code:		Country:											
Power of Attorney													
Name:		Phone No.:		Ext.:									
Last Updated User ID: COBB_BRYANTC													
Last Updated Time Stamp: 12/14/2010 9:55:01 AM													



Exercise

Using the provided customer number perform an account inquiry.

Jurisdiction Inquiry



Step-by-Step

- From the IFTA menu, point to the INQUIRY tab and select Jurisdiction
- Enter the Customer No.
- Select "Proceed"

The screenshot shows a web browser window titled "Jurisdiction Inquiry - Windows Internet Explorer". The page has a light blue background. At the top left, it says "Fleet Search". On the right, it says "Jurisdiction Inquiry". The form contains the following fields and buttons:

- Customer No. [text box]
- Fleet No. [text box]
- License Year [text box]
- Registrant Name [text box]
- Buttons: Proceed, Refresh, Quit, Help

Online Motor Carrier Services

- The search screen will be redisplayed with the results of the search.
- Ten results are displayed at a time. If more than ten results were found, the Carrier will be able to navigate by using the First, Previous, Next and Last Page links that are provided just above the results.
- Select the View link to review the details of a specific inquiry/supplement.

Fleet Search **Jurisdiction Inquiry**

Customer No. Fleet No. License Year

Registrant Name

[Proceed](#) [Refresh](#) [Quit](#) [Help](#)

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 1

	<u>Customer No.</u>	<u>Fleet No.</u>	<u>Registrant Name</u>	<u>Fleet Exp. Year</u>	
Select		1		2011	View
Select		1		2010	View
Select		1		2009	View
Select		1		2008	View
Select		1		2007	View

Online Motor Carrier Services

- Example: the screen shot below displays the Jurisdiction details.

Jurisdiction Details

Customer No.: Registrant Name:

Fleet No.: 1 Expiration Month / Year: 12/2011

Supplement No.: 0 Supplement Desc.: RENEW FLEET

Last Updated User ID: Last Updated Time Stamp: 12/14/2010 9:36:01 AM

Bulk Storage: N

OP	Bulk	Jurisdiction	OP	Bulk	Jurisdiction	OP	Bulk	Jurisdiction
Y	N	FL	Y	N	GA	Y	N	SC

[Back](#) [Close](#)

- Select BACK to return to the search result screen
- Select CLOSE to close the Inquiry and return to the IFTA Level menu

Online Motor Carrier Services

- To view the structure of the entire account, select the SELECT link
- The account structure will appear on the left side of the result screen including all registration years as well as fleets and supplements within the registration year.
- If multiple fleets exist with a registration year, the multiple fleets will appear as a separate line under the Fleet List.

The screenshot shows the 'Jurisdiction Inquiry' web application in a Windows Internet Explorer browser. The 'Fleet Search' section at the top includes input fields for 'Customer No.', 'Fleet No.', and 'License Year', along with a 'Registrant Name' field. Below these are buttons for 'Proceed', 'Refresh', 'Quit', and 'Help'. The main content area displays a tree view on the left and a table of results on the right. The tree view shows a hierarchy starting with 'Customer No.', followed by 'History', 'Years', and then a list of years from 2011 down to 2007. Under 'Year-2011', there is a 'Fleet List' which includes 'Fleet-1'. Expanding 'Fleet-1' shows 'Fleet History', 'Jurisdiction', 'Supplement', and 'TaxReturn'. The table on the right shows the results for the selected fleet, with columns for 'Customer No.', 'Fleet No.', 'Registrant Name', 'Fleet Exp. Year', and a 'View' link. The table lists five rows of data for the year 2011, with 'Fleet No.' 1 and 'Registrant Name' [REDACTED].

	Customer No.	Fleet No.	Registrant Name	Fleet Exp. Year	
Select	[REDACTED]	1	[REDACTED]	2011	View
Select	[REDACTED]	1	[REDACTED]	2010	View
Select	[REDACTED]	1	[REDACTED]	2009	View
Select	[REDACTED]	1	[REDACTED]	2008	View
Select	[REDACTED]	1	[REDACTED]	2007	View

- Each level with a "+" can be expanded or collapsed if a "-" is displayed
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a license year.

Online Motor Carrier Services

- To view details at any level select the link and a detail screen will display.
- The example below displays detailed JURISDICTION information.

Jurisdiction Inquiry - Windows Internet Explorer

Fleet Details

Customer No.:		Registrant Name:		USDOT No.:	
Fleet No.:		Contact Name:		Fleet Status:	ACTIVE
DBA Name:	LOU H. ROSSINI	Fleet Expiration Date:	12/31/2011	Status Eff Date:	01/01/2011
Fleet Eff Date:	01/01/2011	Ext.:		Fax No.:	
Phone No.:		Email ID:		Application Signed:	Y
Electronic Filer:	N	Last Audit Date:			
Audit Flag:					

Physical Address

Street 1:	902 (Street 2:	
City:	WALTERSBORO	Jurisdiction:	SC-SOUTH CAROLINA
Zip Code:	29485	County:	15-COLUMBIA
		Country:	US

Mailing Address

Street 1:	PO BOX	Street 2:	
City:	WALTERSBORO	Jurisdiction:	SC-SOUTH CAROLINA
Zip Code:	29481	County:	
		Country:	US

Shipping Address

Street 1:		Street 2:	
City:		Jurisdiction:	
Zip Code:		County:	
		Country:	

Location of Records

Street 1:		Street 2:	
City:		Jurisdiction:	
Zip Code:		County:	
		Country:	

Operation Info

Fuel Type:	Diesel:	Y	Propane:	N	A-55:	N	CNG:	N	Methanol:	N	Gasohol:	N
	M-55:	N	LNG:	N	Bio-Methanol:	N	Bio-Diesel:	N	Gasoline:	N		
No of IFTA Diesel Sals Required:	1	Utility Date:	07/14/2008									

Reporting Service

Service Provider:

Phone No.:		Ext.:		Fax No.:		Email ID:	
Street 1:		Street 2:					
City:		Jurisdiction:					
ZIP Code:		Country:					

Power of Attorney

Name	Phone No.	Ext.

Last Updated User ID: Last Updated Time Stamp: 12/14/2010 9:25:01 AM



Exercise

Using the provided customer number perform a jurisdiction inquiry.

Supplement Inquiry



Step-by-Step

- From the IFTA menu, point to the INQUIRY tab and select Supplement.
- Enter the Customer No
- Select "Proceed"

The screenshot shows a web browser window titled "Supplement Inquiry - Windows Internet Explorer". The page has a light blue background and a white header bar. The header bar contains the text "Supplement Search" on the left and "Supplement Inquiry" on the right. Below the header bar, there are four input fields: "Customer No." (a text box), "License Year" (a dropdown menu), "Fleet No" (a text box), and "Supplement No." (a text box). Below these fields, there are four buttons: "Proceed", "Refresh", "Quit", and "Help". The "Proceed" button is highlighted with a blue border. The "Refresh" button is also highlighted with a blue border. The "Quit" and "Help" buttons are not highlighted.

Online Motor Carrier Services

- The search screen will be redisplayed with the results of the search.
- Ten results are displayed at a time. If more than ten results were found, the Carrier will be able to navigate by using the First, Previous, Next and Last Page links that are provided just above the results.
- Select the View link to review the details of a specific inquiry/supplement.

The screenshot displays a web application titled "Supplement Inquiry - Windows Internet Explorer". The main section is "Supplement Search", which includes input fields for "Customer No.", "License Year", "Fleet No.", "Supplement No.", and "USDOT No.". Below these fields are buttons for "Proceed", "Refresh", "Quit", and "Help".

Navigation links are provided: [\[First Page\]](#), [\[Previous Page\]](#), [\[Next Page\]](#), and [\[Last Page\]](#). Below these links, it indicates "Page 1 of 1".

	Customer No.	Fleet No.	License Year	Supplement No.	Supplement Type	Supplement Status	
Select		1	2011	0	RWC	C	View
Select		1	2010	0	RWC	C	View
Select		1	2009	0	RWC	C	View
Select		1	2008	0	RWC	C	View
Select		1	2007	0	RWC	C	View

- Example: the screen shot below displays the Supplement details.

Online Motor Carrier Services

The screenshot shows a web browser window titled "Supplement Inquiry - Windows Internet Explorer". The page is divided into two main sections: "Supplement Details" and "Temporary Decal Vehicle Information".

Supplement Details

Customer No.:	[Redacted]	Registrant Name:	[Redacted]
Fleet No:	1	Fleet Effective Date:	01/01/2011
Supplement No:	0	Supplement Desc.:	RENEW FLEET
Supplement Effective Date:	12/14/2010	Supplement Status:	CLOSED
Total Decals:	1	30 Days Temporary Decal:	N
Start Decal No:	01861	End Decal No:	01861
Created User ID:	[Redacted]	Created Time Stamp:	12/14/2010 9:36:01 AM
Last Updated User ID:	[Redacted]	Last Updated Time Stamp:	12/14/2010 9:36:07 AM

Temporary Decal Vehicle Information

At the bottom of the page, there are two buttons: "Back" and "Close".

- Select BACK to return to the search result screen
- Select CLOSE to close the Inquiry and return to the IFTA Level menu

- To view the structure of the entire account, select the SELECT link

Online Motor Carrier Services

- The account structure will appear on the left side of the result screen including all registration years as well as fleets and supplements within the registration year.
- If multiple fleets exist with a registration year, the multiple fleets will appear as a separate line under the Fleet List.

The screenshot shows a web application titled "Supplement Inquiry" running in Internet Explorer. The interface includes a "Supplement Search" section with input fields for Customer No., License Year, Supplement No., Fleet No., and USDOT No. Below these are buttons for "Proceed", "Refresh", "Quit", and "Help". A navigation pane on the left shows a tree structure for "Customer No. 11185562" with expandable sections for "History", "Years", "Fleet List", "Fleet-1", "Fleet History", "Jurisdiction", "Supplement", and "TaxReturn". The main content area displays a table of results for the selected "Fleet-1". The table has columns for Customer No., Fleet No., License Year, Supplement No., Supplement Type, and Supplement Status. The first row is highlighted in orange and shows a "Select" link. Subsequent rows show "1" for Fleet No., years from 2010 to 2007, "0" for Supplement No., "RWC" for Supplement Type, and "C" for Supplement Status, each with a "View" link. Navigation links for "First Page", "Previous Page", "Next Page", and "Last Page" are at the top of the table. The page is labeled "Page 1 of 1".

	Customer No.	Fleet No	License Year	Supplement No.	Supplement Type	Supplement Status	
Select		1	2011	0	RWC	C	View
Select		1	2010	0	RWC	C	View
Select		1	2009	0	RWC	C	View
Select		1	2008	0	RWC	C	View
Select		1	2007	0	RWC	C	View

- Each level with a "+" can be expanded or collapsed if a "-" is displayed
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a license year.
- To view details at any level select the link and a detail screen will display. The example below displays detailed Vehicle information.

Online Motor Carrier Services

Supplement Inquiry - Windows Internet Explorer

Fleet Details				Fleet Inquiry			
Customer No.:	11159559	Registrant Name:	JENKINS EDMOND S JR		USDOT No.:		
Fleet No.:	1	Contact Name:	EDMOND JENKINS		Fleet Status:		
OSA Name:	SS TRUCKING	Fleet Expiration Date:	12/31/2011		Status Eff Date:		
Fleet Eff Date:	01/01/2011	Ext.:			Fax No.:		
Phone No.:	803-559-7553	Email ID:			Application Signed:		
Electronic Aler:	N	Last Audit Date:					
Physical Address							
Street 1:	901 GADSDEN LOOP	Street 2:					
City:	WALTERSBORO	Jurisdiction:	SC-SOUTH CAROLINA				
Zip Code:	29455-5324	Country:	US				
Mailing Address							
Street 1:	PO BOX 2107	Street 2:					
City:	WALTERSBORO	Jurisdiction:	SC-SOUTH CAROLINA				
Zip Code:	29455-0023	Country:	US				
Shipping Address							
Street 1:		Street 2:					
City:		Jurisdiction:					
Zip Code:		Country:					
Location of Records							
Street 1:		Street 2:					
City:		Jurisdiction:					
Zip Code:		Country:					
Operation Info							
Fuel Type:	Diesel:	Y	Propane:	N	A-SS:	N	
	M-SS:	N	UNG:	N	ONG:	N	
No of IFTA Occal Sets Required:	1	Utility Date:	07/14/2008	Medianel:	N	Gasohol:	N
				Gasoline:	N		
Reporting Service							
Service Provider:							
Phone No.:		Ext.:		Fax No.:			
Street1:		Street2:		Email ID:			
City:		Jurisdiction:					
ZIP Code:		Country:					
Power of Agency							
Name	Phone No.		Ext.				
Last Updated User ID: C055_BRYANTC							
Last Updated Time Stamp: 12/14/2010 9:35:01 AM							



Exercise

Using the provided customer number perform a supplement inquiry.

Fleet Inquiry



Step-by-Step

- From the IFTA menu, point to the INQUIRY tab and select Fleet.
- Enter the Customer No.
- Select "Proceed"

The screenshot shows a web browser window titled "Fleet Inquiry - Windows Internet Explorer". The page has a light blue background and a title bar. The main content area is titled "Fleet Search" in the top left corner. On the right side of the top bar, there is a tab labeled "Fleet Inquiry". The form contains several input fields: "Customer No." (a large text box), "Fleet No." (a small text box), "License Year" (a small text box), "Registrant Name" (a medium text box), and "DBA Name" (a medium text box). Below these fields is a row of four buttons: "Proceed", "Refresh", "Quit", and "Help". The "Proceed" button is highlighted with a darker background.

Online Motor Carrier Services

- The search screen will be redisplayed with the results of the search.
- Ten results are displayed at a time. If more than ten results were found, the Carrier will be able to navigate by using the First, Previous, Next and Last Page links that are provided just above the results.
- Select the View link to review the details of a specific inquiry/supplement.

The screenshot shows a web browser window titled "Fleet Inquiry - Windows Internet Explorer". The page is titled "Fleet Search" and contains several input fields for searching: "Customer No.", "Fleet No.", "License Year", "Registrant Name", and "DBA Name". Below these fields are four buttons: "Proceed", "Refresh", "Quit", and "Help".

Below the buttons, there are navigation links: "[First Page]", "[Previous Page]", "[Next Page]", and "[Last Page]". Below these links, it says "Page 1 of 1".

The main content area displays a table with the following columns: "Customer No.", "Fleet No.", "Registrant Name", "License Year", and "View". The table contains five rows of data, each with a "Select" link in the first column and a "View" link in the last column.

	Customer No.	Fleet No.	Registrant Name	License Year	
Select		1		2011	View
Select		1		2010	View
Select		1		2009	View
Select		1		2008	View
Select		1		2007	View

Online Motor Carrier Services

➤ Example: the screen shot below displays the Fleet details.

Zip Code:				Country:								
Location of Records												
Street 1:				Street 2:								
City:				Jurisdiction:								
Zip Code:				Country:								
Operation Info												
Fuel Type:	Diesel:	Y	Propane:	N	A-55:	N	CNG:	N	Methanol:	N	Gasohol:	N
	M-85:	N	LNG:	N	Ethanol:	N	E-85:	N	Bio-Diesel:	N	Gasoline:	N
No of IFTA Decal Sets Required:	1	Liability Date:	07/14/2008									
Reporting Service												
Service Provider:												
Phone No.:			Ext:	Fax No.:			Email ID:					
Street1:				Street2:								
City:				Jurisdiction:								
ZIP Code:				Country:								
Power of Attorney												
Name				Phone No.					Ext.			
Last Updated User ID:				Last Updated Time Stamp:		12/14/2010 9:36:01 AM						
				Back		Close						

- Select BACK to return to the search result screen
- Select CLOSE to close the Inquiry and return to the IFTA Level menu

Online Motor Carrier Services

- To view the structure of the entire account, select the SELECT link
- The account structure will appear on the left side of the result screen including all registration years as well as fleets and supplements within the registration year.
- If multiple fleets exist with a registration year, the multiple fleets will appear as a separate line under the Fleet List.

Fleet Search **Fleet Inquir**

Customer No. Fleet No. License Year
Registrant Name DBA Name

[Proceed](#) [Refresh](#) [Quit](#) [Help](#)

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)
Page 1 of 1

Customer No.

- History
- Years
 - Year-2011
 - Fleet List
 - Fleet-1
 - Fleet History
 - Jurisdiction
 - Supplement
 - TaxReturn
 - Year-2010
 - Year-2009
 - Year-2008
 - Year-2007

	Customer No.	Fleet No.	Registrant Name	License Year	
Select		1		2011	View
Select		1		2010	View
Select		1		2009	View
Select		1		2008	View
Select		1		2007	View

- Each level with a "+" can be expanded or collapsed if a "-" is displayed
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a license year.

Online Motor Carrier Services

- To view details at any level select the link and a detail screen will display. The example below displays detailed Fleet information.

Fleet Details		Fleet Inquiry	
Customer No.:		Registrant Name:	
Fleet No.:	1	USDOT No.:	
DBA Name:		Contact Name:	
Fleet Eff Date:	01/01/2011	Fleet Expiration Date:	12/31/2011
Phone No.:	803-859-7853	Status Eff Date:	01/01/2011
Electronic Filer:	N	Ext.:	
Audit Flag:		Email ID:	
		Application Signed:	Y
		Last Audit Date:	
Physical Address			
Street 1:	902	Street 2:	
City:	WALTERBORO	Jurisdiction:	SC-SOUTH CAROLINA
Zip Code:	29488	County:	15-COLLETON
		Country:	US
Mailing Address			
Street 1:	PO BOX	Street 2:	
City:	WALTERBORO	Jurisdiction:	SC-SOUTH CAROLINA
Zip Code:	29488	Country:	US
Shipping Address			
Street 1:		Street 2:	
City:		Jurisdiction:	
Zip Code:		Country:	
Location of Records			
Street 1:		Street 2:	
City:		Jurisdiction:	
Zip Code:		Country:	



Exercise

Using the provided customer number perform a Fleet Inquiry.

Tax Rate Inquiry



Step-by-Step

- From the IFTA menu, point to the INQUIRY tab and select Tax Rate.
- Enter the Return Year and Return Quarter.
- Select "Proceed"

The screenshot shows a web application interface for "Tax Rates Inquiry". At the top, there is a navigation bar with the following links: Account, Fleet, Tax Return, Supplement, Inquiry, WIP, Reprint, Admin, Enterprise, and Sign Off. Below the navigation bar, the word "Admin" is displayed on the left, and "Tax Rates Inquiry" is displayed on the right. The main content area contains two input fields: "* Return Year" with the value "2010" and "* Return Quarter" with a dropdown menu showing "2nd - due July 31". Below these fields are four buttons: "Proceed", "Refresh", "Quit", and "Help".

Online Motor Carrier Services

A list of Second Quarter 2010 Tax Rate Chargers will be displayed for each state.

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise Sign Off

Admin Tax Rates Inquiry

** Return Year ** Return Quarter

2 Quarter 2010 Tax Rate Charges

State/Province	Rate Effective Date	Gasoline	Diesel	Gasohol	Propane	LNG	CNG	Ethanol	Methanol	E85	M85	A55	Biodiesel
ALBERTA	04/01/2010	0.3335	0.3335	0.3335	0.2408			0.3335	0.3335	0.3335	0.3335	0.3335	0.3335
ALABAMA	04/01/2010	0.1600	0.1900	0.1600	0.1900	0.1900	0.1900	0.1600	0.1600	0.1600	0.1600	0.1600	0.1900
ARKANSAS	04/01/2010	0.2150	0.2250	0.2150	0.1650		0.0500	0.2150	0.2150	0.2150	0.2150		0.2250
ARIZONA	04/01/2010		0.2600										0.2600
BRITISH COLUMBIA	04/01/2010	0.6606	0.6980		0.1856								
CALIFORNIA	04/01/2010		0.3730		0.0600	0.0600	0.0700	0.0900	0.0900	0.0900	0.0900	0.3730	0.3730
COLORADO	04/01/2010	0.2200	0.2050	0.2200	0.2050	0.2050	0.2050	0.2200	0.2200	0.2200	0.2200	0.2200	0.2050
CONNECTICUT	04/01/2010	0.2500	0.4510	0.2500	0.2600	0.2600	0.2600	0.2500	0.2500	0.2500	0.2500	0.2500	0.4510
DELAWARE	04/01/2010	0.2300	0.2200	0.2300	0.2200	0.2200	0.2200	0.2300	0.2300	0.2200	0.2200	0.2200	0.2200
FLORIDA	04/01/2010	0.2957	0.3167	0.2957									0.3167
GEORGIA	04/01/2010	0.1450	0.1500	0.1450	0.1270	0.1440	0.1440	0.1440	0.1440	0.1450	0.1440	0.1440	0.1500
IOWA	04/01/2010	0.2100	0.2250	0.1900	0.2000	0.2000	0.1600	0.1900	0.2000	0.1900	0.2000	0.2000	0.2250
IDAHO	04/01/2010		0.2500		0.1810		0.1970					0.2500	
ILLINOIS	04/01/2010	0.3130	0.3500	0.3130	0.2990	0.2990	0.2990	0.3130	0.3130	0.3130	0.3130	0.3130	0.3500
INDIANA	04/01/2010	0.1800	0.1600	0.1800	0.1600	0.1600	0.1600	0.1600	0.1600	0.1800	0.1800	0.1800	0.1600
INDIANA SurCharge	04/01/2010	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100	0.1100

Scroll through the pages by selecting the at the bottom of the screen.



Exercise

Using the provided customer number inquire about a tax rate.

Tax Return Inquiry



Step-by-Step

- From the IFTA menu, point to the INQUIRY tab and select Tax Return.
- Enter the Customer No.
- Select "Proceed"

Tax Return Search

Customer No.

Return Year

Invoice No.

Return Qtr

Status

Amendment No.

Fuel Type

Fleet No.

☐ Only with outstanding balance

Proceed

Refresh

Quit

Help

Online Motor Carrier Services

- The search screen will be redisplayed with the results of the search.
- Ten results are displayed at a time. If more than ten results were found, the Carrier will be able to navigate by using the First, Previous, Next and Last Page links that are provided just above the results.
- Select the View link to review the details of a specific inquiry/supplement.

Tax Return Search

Customer No.

Return Year

Invoice No.

Return Qtr

Status

Amendment No.

Fleet No.

Fuel Type

☐ Only with outstanding balance

Proceed

Refresh

Quit

Help

Total Outstanding Due: 0.00

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 2

	Customer No.	Fleet No.	Return Year	Return Qtr	Amendment No.	Fuel Type	Status	Amount Due	
Select		1	2010	2	0	DSL	PAID	0.00	View
Select		1	2010	1	0	DSL	PAID	0.00	View
Select		1	2010	3	0	DSL	PAID	0.00	View
Select		1	2009	1	0	DSL	PAID	0.00	View
Select		1	2009	4	0	DSL	PAID	0.00	View
Select		1	2009	3	0	DSL	PAID	0.00	View
Select		1	2009	2	0	DSL	PAID	0.00	View
Select		1	2008	4	0	DSL	PAID	0.00	View
Select		1	2008	3	0	DSL	PAID	0.00	View

Online Motor Carrier Services

- Example: the screen shot below displays the Tax Return details.

Carrier Details				Tax Return Inquiry	
Customer No.:		Registrant Name:			
Fleet No.:	1	Return Year:	2010	Return Quarter:	2
Amendment No.:	0	Due Date:	08/02/2010	Filed Date:	07/30/2010
Amend/Orig:	Original	DBA Name:		No Operation:	N
Invoice No:	207676	Invoice Date:	07/30/2010	Remitted Date:	08/27/2010
Reversed Int:	N	Reversed Penalty:	N	Created User ID:	

Return Details			
Current Tax Return	PAID		
Months Late:	0	(+) Penalty:	\$0.00 <input type="checkbox"/> Waived
Total Miles:	13,739	(+) Return Amount:	\$33.28
Total Gallons:	2,276	(+) Prev Return Int. and Pen:	\$0.00
MPG:	6.04	(+) Additional Interest Due:	\$0.00
		(+) Adjusted Amount:	\$0.00
		(-) Payments Made/Refund:	\$33.28
		(-) Prev Payments Made/Refund:	\$0.00
		Total Amount Due/Refund:	\$0.00

Interest & Payment Details				
Additional Interest	Payment			
No records found.	Date	Pre Payment	Amount Paid	Total Paid
	7/30/2010	0.00	33.28	33.28

44546	33.28	0.00	0.00	ALLEN_WILMAH	Paid
-------	-------	------	------	--------------	------

Jurisdiction Details...										
Jur	Eff Date	Rate	Total Miles(B)	Total Taxable Miles(C)	Taxable Gallons(D)	Tax Paid Gallons(E)	Net Taxable Gallons(F)	Tax Due (G)	Interest Due(H)	Jur Amt Due(I)
GA	4/1/2010	0.1500	7487	7487	1240	936	304	45.60	0.00	45.60
NC	4/1/2010	0.3030	801	801	133	0	133	40.30	0.00	40.30
SC	4/1/2010	0.1600	3342	3342	553	1340	-787	-125.92	0.00	-125.92
VA	4/1/2010	0.1750	2109	2109	349	0	349	61.08	0.00	61.08
VA-Sur	4/1/2010	0.0350	0	0	0	0	0	12.22	0.00	12.22
Total			13739	13739	2275	2276	-1	33.28	0.00	33.28

Jurisdiction Comparison Details...	
Miles in non-IFTA jurisdictions:	0
Last Updated User ID:	TRANSMITTAL PROCESS
Return Signed:	Y
Last Updated Time Stamp:	8/30/2010 11:33:14 AM
Comment:	

[Back](#)
[Close](#)

- Select BACK to return to the search result screen
- Select CLOSE to close the Inquiry and return to the IFTA Level menu
- To view the structure of the entire account, select the SELECT link

Online Motor Carrier Services

- The account structure will appear on the left side of the result screen including all registration years as well as fleets and supplements within the registration year.
- If multiple fleets exist with a registration year, the multiple fleets will appear as a separate line under the Fleet List.

Tax Return Search **Tax Return Inquiry**

Customer No. Amendment No. Fleet No.

Return Year Return Qtr Fuel Type ☐ Only with outstanding balance

Invoice No. Status

[Proceed](#) [Refresh](#) [Quit](#) [Help](#)

Total Outstanding Due: 0.00

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Page 1 of 2

Customer No-11189569

- History
- Years
 - Year-2011
 - Fleet List
 - Fleet-1
 - Year-2010
 - Year-2009
 - Year-2008
 - Year-2007

	Customer No.	Fleet No.	Return Year	Return Qtr	Amendment No.	Fuel Type	Status	Amount Due	
Select		1	2010	2	0	DSL	PAID	0.00	View
Select		1	2010	1	0	DSL	PAID	0.00	View
Select		1	2010	3	0	DSL	PAID	0.00	View
Select		1	2009	1	0	DSL	PAID	0.00	View
Select		1	2009	4	0	DSL	PAID	0.00	View
Select		1	2009	3	0	DSL	PAID	0.00	View
Select		1	2009	2	0	DSL	PAID	0.00	View
Select		1	2008	4	0	DSL	PAID	0.00	View
Select		1	2008	3	0	DSL	PAID	0.00	View

- Each level with a "+" can be expanded or collapsed if a "-" is displayed
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a license year.
- To view details at any level select the link and a detail screen will display. The example below displays detailed Tax Return information.

Online Motor Carrier Services

Fleet Details		Fleet Inquiry	
Customer No.:		Registrant Name:	
Fleet No.:	1	USDOT No.:	01290376
DBA Name:		Contact Name:	
Fleet Eff Date:	01/01/2011	Fleet Status:	ACTIVE
Phone No.:	803-859-7853	Fleet Expiration Date:	12/31/2011
Electronic Filer:	N	Status Eff Date:	01/01/2011
Audit Flag:		Ext.:	
		Fax No.:	
		Email ID:	
		Application Signed:	Y
		Last Audit Date:	
Physical Address			
Street 1:		Street 2:	
City:		Jurisdiction:	SC-SOUTH CAROLINA
Zip Code:		County:	15-COLLETON
		Country:	US
Mailing Address			
Street 1:		Street 2:	
City:		Jurisdiction:	SC-SOUTH CAROLINA
Zip Code:		Country:	US
Shipping Address			
Street 1:		Street 2:	
City:		Jurisdiction:	
Zip Code:		Country:	
Location of Records			
Street 1:		Street 2:	
City:		Jurisdiction:	
Zip Code:		Country:	



Exercise

Using the provided customer number inquire about a tax return.



Questions

Online Motor Carrier Services

1. What is a "tree" Structure?
 - a. Structure of the entire account
 - b. Structure of the carrier shaped like a tree
 - c. A form of communication between the carrier and motor carriers
 - d. None of the above.
2. How will multiple fleets appear in Inquiry in the tree structure?
 - a. As a separate line under the Fleet List.
 - b. As a stand-alone under the IRP section
 - c. Inquiry does not display multiple fleets
 - d. None of the above
3. What must the Carrier select in order to expand or collapse a supplement within the tree structure?
 - a. Each level with a "+" can be expanded or collapsed if a "-" is displayed
 - b. Right click on the supplement and select open
 - c. Cannot open supplements within an Inquiry
 - d. None of the above
4. How does the Carrier view details?
 - a. Select the link and a short version will display, then select that short version to view the details
 - b. Select the link and a detail screen will display
 - c. The carrier does not have a user role that allows them to view the details
 - d. None of the above

Section 3: WIP



In this section you will be able to...

- Demonstrate when to use the Work in Progress tab.



Discussion...

The Work in Progress (WIP) process will provide the carrier with the ability to quit in the middle of a transaction without losing the information processed to a certain point. Also (WIP) will allow the carrier to access an unfinished supplement transaction at the point where the carrier last completed.

Reminder:

- **“Quit”** means that the data for the transaction has been saved.
- **“Cancel”** means that the data for the transaction will not be saved and the transaction would have to be started again by entering in data.

Note: Not all screens have the **“cancel”** command button, however; all screens do have the “Quit” command button.

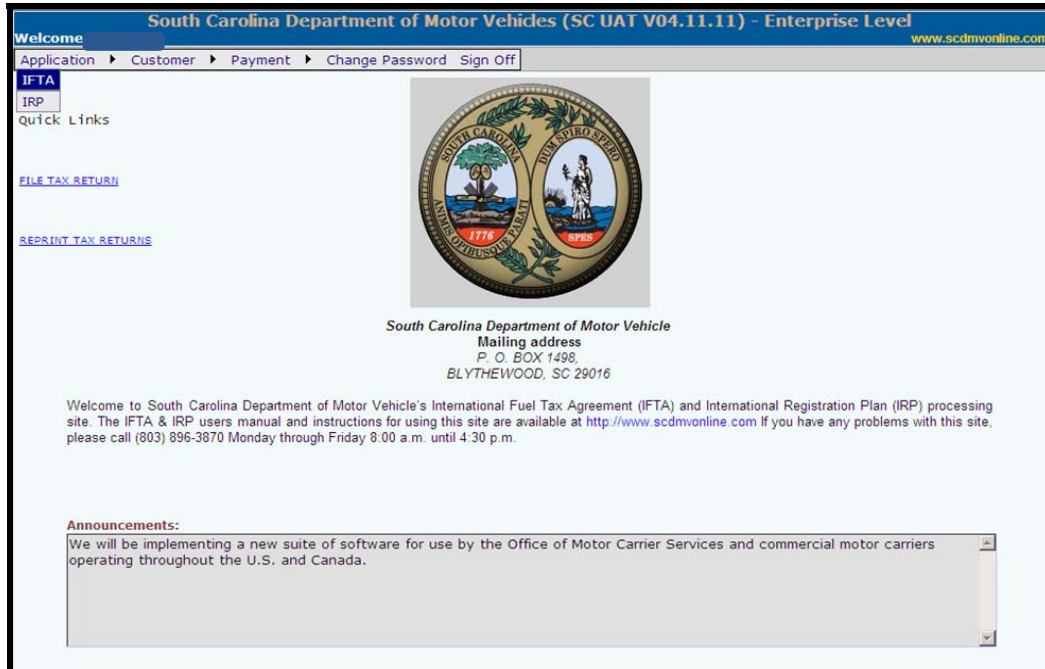
Online Motor Carrier Services



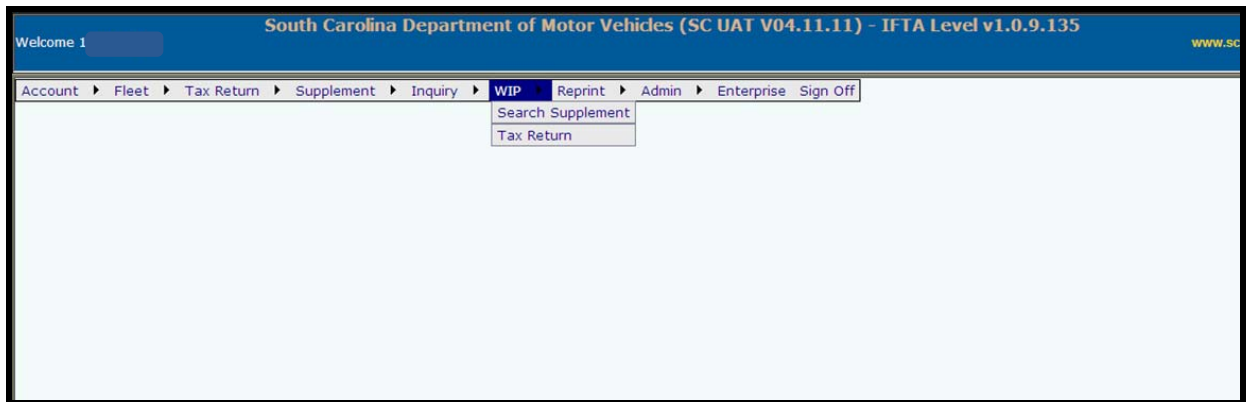
Step-by-Step

Search Supplement

Once the carrier signs onto the MCS Website the carrier will select the IFTA option on the Enterprise screen.



- Select WIP from the IFTA screen.
- Select "Search Supplement"



Online Motor Carrier Services

- Once the carrier selects "Search Supplement" the search supplement screen will display. The carrier will select Proceed.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome 1

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise ▶ Sign Off

Search Supplement Work In Progress

*Customer No.

License Year Supplement No.

Fleet No.

- The "Open" supplement will display. The carrier will select the open supplement.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome 1

Account ▶ Fleet ▶ Tax Return ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Enterprise ▶ Sign Off

Search Supplement Work In Progress

*Customer No.

License Year Supplement No.

Fleet No.

	Supplement No.	Supplement Status	Supplement Type	Customer No.	Fleet No.	License Year
Select	1	O-OPEN	ADC-ADD DECALS	<input type="text"/>	1	2011

Online Motor Carrier Services

- When the carrier selects the open supplement, WIP will access the unfinished supplement transaction at the point where the carrier had selected "Quit".

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome [User Name]

Credentials Permit MainMenu Inquiries

Credential Assignment Add Decals

Customer No. [Field] Registrant Name [Field]
Fleet No. [1] License Year [2011]
Supplement No. [1] Supplement Desc. [ADD DECALS]
Effective Date [01/01/2011]
30 Days Temporary ☒

Credentials Assignment Details

Credentials Issued Date [04/19/2011] Electronic Delivery Type [ID-PDF]

Proceed Cancel Refresh Quit Help

- The carrier will then follow the screens for the supplement requested.

Important: Supplements must be completed or cancelled. Supplements are numeric starting from 0. Also, a supplement must be closed before a new supplement can be processed. Carrier must "proceed" with the transaction or "cancel" the transaction.

Section 4: Reprint



In this section you will be able to...

- Reprint an IFTA license using the correct function



Discussion...

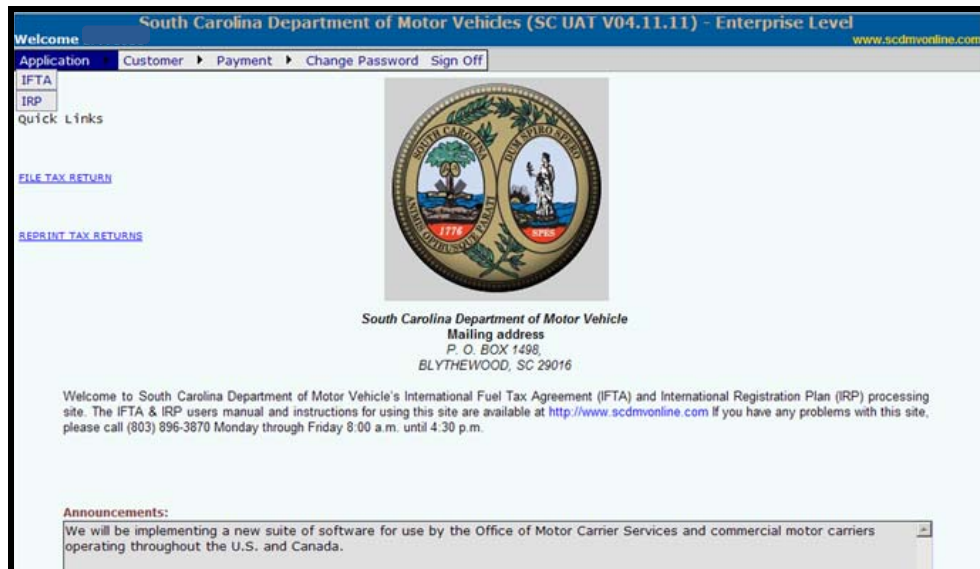
Reprint Credential(s) IFTA

This function allows the user to reprint credentials and/or documents when necessary. The original credential (IFTA License) is automatically generated when the Duplicate License supplement is processed.



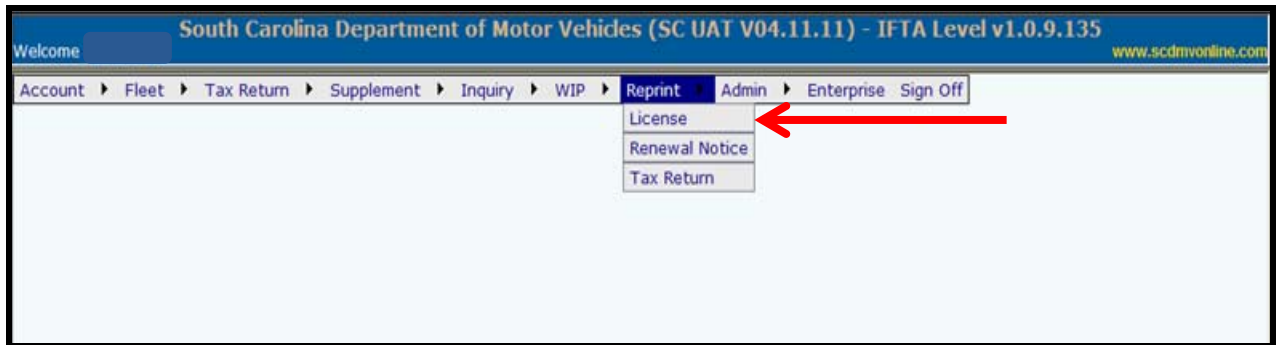
Step-by-Step

- Carrier will sign in and go to **“Application”** where they should select **“IFTA”**



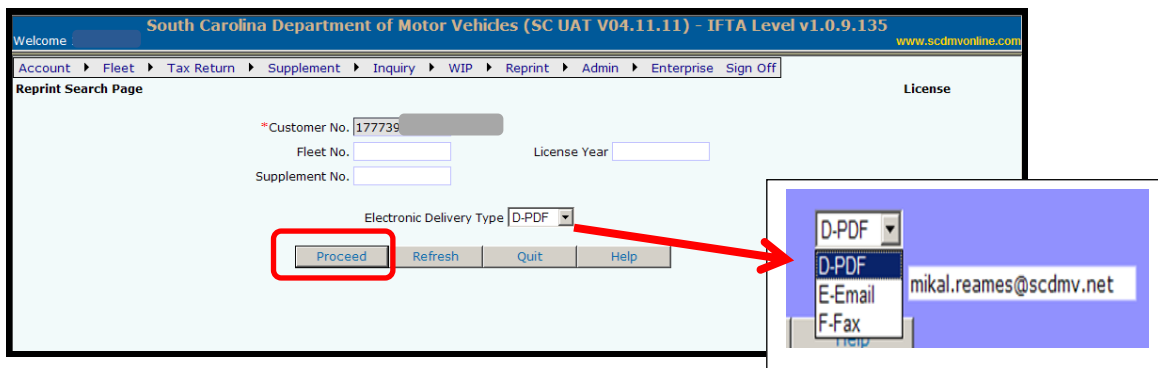
Online Motor Carrier Services

- Carrier will then select the **"Reprint"** function where they will be able to select License, Tax Return, or Renewal Notice.



If **License** is selected the carrier will be able to reprint a License for a given fleet number and fleet license year. The carrier's customer number will automatically be populated in the system.

- The license will be delivered based on the user choice in the '*Electronic Delivery Type*' check box.
- The user will select the '**Proceed**' check box.



****NOTE**** If the carrier doesn't give any more information than the customer number the system will display all supplements for that customer number.

Online Motor Carrier Services

- The user will select the license they want to reprint using the 'Select' button.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome Account Fleet Tax Return Supplement Inquiry WIP Reprint Admin Enterprise Sign Off

Reprint Search Page License

*Customer No. Fleet No. License Year
Supplement No.

Electronic Delivery Type

	Customer No.	Fleet No.	License Year	Supp No.	Supp Status
Select	17773938	1	2011	0	C
Select		1	2010	0	C
Select		1	2009	0	C
Select		1	2008	0	C
Select		1	2007	0	C
Select		1	2006	0	C
Select		1	2005	0	C

- When the "Select" button is chosen the row will highlight and the system will automatically generate the license.

South Carolina Department of Motor Vehicles (SC UAT V04.11.11) - IFTA Level v1.0.9.135

Welcome Account Fleet Tax Return Supplement Inquiry WIP Reprint Admin Enterprise Sign Off

Reprint Search Page License

*Customer No. Fleet No. License Year
Supplement No.

Electronic Delivery Type

	Customer No.	Fleet No.	License Year	Supp No.	Supp Status
Select	1	2011	0	C	
Select	1	2010	0	C	
Select	1	2009	0	C	
Select	1	2008	0	C	
Select	1	2007	0	C	
Select	1	2006	0	C	
Select	1	2005	0	C	

Online Motor Carrier Services

- The user will receive the following message, "*Duplicate License generated successfully*".

• IRPGEN239: Duplicate License generated successfully.

****NOTE**** If the carrier wants to narrow down a specific license they want to obtain they will need to provide the system with the following information:

- fleet number
- license year
- supplement number



Exercise

Using the provided customer number reprint a Duplicate IFTA license.

Online Motor Carrier Services

Lesson 6: Sign Off



In this section you will be able to...

- Identify the sign off process for Web transactions



Discussion...

The main menu for IRP/IFTA is the navigation center which is also called the Enterprise Screen. This screen allows the user to Sign Off when needed. By signing off from the online services the user will be taken back to the main login screen where they can either log back into the system or close the web page.

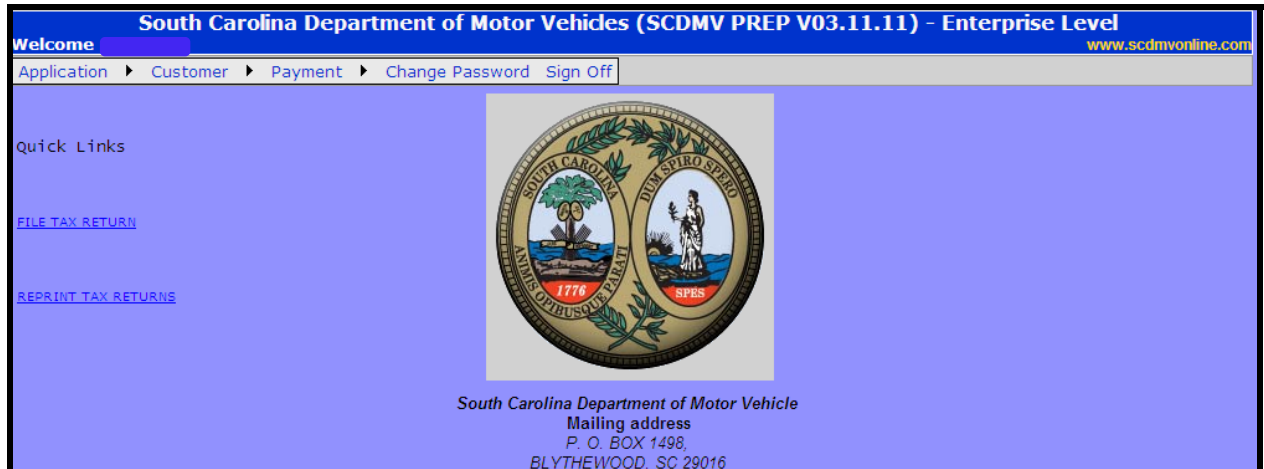


Online Motor Carrier Services

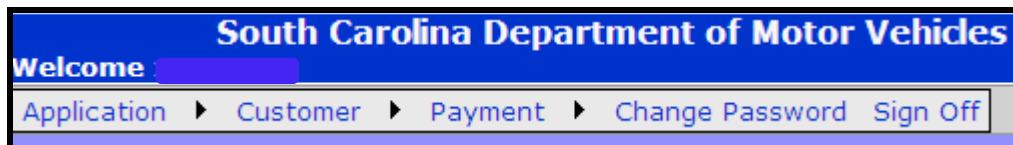


Step-by-Step

Once the carrier has logged into the MCS Website the Enterprise screen will display.



- Select the Sign Off function in order to sign out of the website.



Exercise

Select the Sign Off function and sign out of the web service website.

Online Motor Carrier Services

NOTES: